

## Driver and Vehicle Policy

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Owner	healthandsafety@nas.org.uk
Policy Lead	National Lead for Health and Safety

### Scope

This policy covers all aspects of driving on National Autistic Society (NAS) business and must be followed for anyone driving for, or on behalf of, the NAS. This includes employees and volunteers working in specific schemes e.g. Befriending. It includes those who transport people who use our services and those who do not. It includes those who drive very rarely and those who drive long distances regularly.

### Policy Summary

This policy aims to: -

- a) State eligibility, requirements and responsibilities of those who drive for the NAS;
- b) Guide all drivers, encourage safe driving and avoid accidents;
- c) Clarify responsibilities of all those who have a role linked with driving on NAS business.

This policy is laid out in 4 sections:

1. Responsibilities
2. Drivers
3. Vehicles
4. Transporting people who use our services

Appendix 1 shows a simple flow diagram showing the process which must be followed before anyone is permitted to drive on NAS business.

No employee should be allowed to drive on NAS business until they have been issued with an “Authority to Drive” letter (Appendix 6) from their line manager.

## 1. Employee Responsibilities

<b>Role</b>	<b>Responsibilities</b>
Service/Area Managers, Principals, Directors	Overall responsibility; Ensure checks, assessments and training are carried out effectively and take appropriate remedial action.
Line Managers	See below
Head of SQE	Ownership and review of this policy.
Internal Auditor	Ongoing audit of the policy.
Fleet Administrator	Liaison with Insurance company; Liaison with purchase and maintenance contractors; Maintain records for company cars; Day to day administration for company cars allocated to departmental staff.
Staff Development Coordinators (Managers without a dedicated SDC must take on this role themselves)	Ensure that appropriate training is provided; Assess any ongoing training needs.
Finance Officer in Schools & Services	Liaison with Manager concerning maintenance of vehicles.
Administrator or other person appointed by Manager	Checks and administration in accordance with Appendix 4 and 5; Day to day administration of school and service vehicles.
Driver	Comply with road traffic law and the Highway Code. Satisfy themselves that the weekly check has been satisfactorily completed; Carry out vehicle checks for every journey; Responsible for the vehicle and all passengers; Report all health and safety concerns to their Manager; Provide required documents on request.  See also “Drivers” section of this policy.

## ***Line Manager Responsibilities***

Managers must ensure that all employed drivers complete an “Application for Authority to Drive” form (see Appendix 4) prior to permission (see Appendix 6) being given to drive any NAS vehicle or their own vehicle for NAS business purposes.

The requirements listed in the “Driver Requirements and Training” table, and the flow chart at Appendix 1, must be met before an employee is issued with an “Authority to Drive”, and allowed to drive on NAS business.

Managers of drivers who carry people using NAS services or drive more than 5000 miles per year must ensure that on-line driver profiling is satisfactorily completed. Driver profiling results must be maintained in the individual’s personnel file. If training needs are identified then the person must not drive on NAS business until their training needs have been met and until their manager is satisfied that they are safe to drive (Appendix 1).

The driver profiling may show a driver to be high risk simply because of age (under 21) and inexperience (less than 3 years). Likewise a person’s poor driving record may increase risk. It is ultimately up to the individual driver’s line manager to make a decision about whether to issue an authority to drive, or not. The SQE Team can be contacted for advice where a difficult decision needs to be made.

The driver profiling results should be examined to determine the next course of action, as follows:-

RISK RATING	ACTION
LOW	Ensure all other criteria are met and proceed to issue authority to drive
MEDIUM	Check profiling results to determine the reason for the rating. If a low risk rating has not been achieved because of a poor score on any part of the test i.e. hazard perception, driving theory, road traffic laws or driving attitude, then the appropriate on-line training should be completed. The manager should then decide whether to require a re-test, whether to provide on-road training or whether to proceed to authorise the person as an NAS driver
HIGH	Check profiling results and follow the same actions as for medium risk drivers. More serious thought must be given to the need for on-road training unless the high risk rating is solely as a result of the person either being aged under 21 or having less than 3 years experience

Line managers must ensure that driver profiling is carried out at least every three years for each authorised driver.

Long journeys should be discussed and agreed between the staff member and their line manager well in advance. Please refer to the Working Time Directive

and be aware that travelling time counts as working time. Managers should also take into account situations that may reduce the driver's concentration e.g. lack of sleep due to sleep-ins or personal circumstances. Employees are responsible for reporting these situations to their managers.

If appropriate, travel by train or plane or staying overnight may be considered and agreed between the staff member and their line manager prior to the journey.

Where groups of people are travelling together, sharing the driving time should be considered wherever possible, subject to insurance restrictions.

## 2. Drivers

All drivers who carry people we support must have held a full driving licence for at least 12 months.

All drivers of company and pool vehicles, and minibuses should normally be aged at least 21. The maximum age for minibus drivers will normally be 65 years, but this may be extended to a maximum of 70 at the discretion of the Manager, following risk assessment.

Drivers of minibuses must also meet all of the requirements of Appendix 8.

Risk assessments must be carried out for anyone over the age of 70 who is driving on NAS business.

The driver is usually responsible for any fines, including speeding and parking offences. These will not normally be paid by the NAS. The circumstances of each incident will be carefully considered and discretion applied. Anyone who drives on NAS business must notify their manager immediately they have any penalty points added to their licence or are convicted of any driving offences, irrespective of whether this was in connection with driving on NAS business. Drivers of NAS vehicles must also notify the Fleet Administrator at the same time.

Essential car users must confirm annually, to the Fleet Manager, that the MoT certificate and driving licence are still valid and insurance covers business use.

The NAS will not meet fuel for private travel or other expenses that are not directly attributable to business travel.

Charges incurred in London (or other city / town) charging zones, or for use of toll roads will only be reimbursed where this can be shown to be a reasonable expense.

## ***Driver Requirements and Training (See also Appendices 1 and 8)***

<b>Type of Driver/Vehicle</b>	<b>Requirements Prior to Driving</b>	<b>Training Need</b>
<b>1. Family Member Driving Company Car</b>	Driver must be over 21. Permission to be granted by fleet manager. Documents to be verified. No "Authority to Drive" required.	Vehicle familiarisation.
<b>2. NAS Employee Driving Car / MPV</b> <ul style="list-style-type: none"> <li>• Less than 5 000 business miles;</li> <li>• Not carrying people we support.</li> </ul>	Document check carried out by local Manager/administrator; Initial assessment carried out by Manager using checklist (Appendix 5); Have read the NAS Driver & Vehicle Policy and Procedures. Are familiar with the requirements of the Highway Code.	Vehicle familiarisation if not own car.
<b>3. NAS Employee / Volunteer Driving Car / MPV</b> <ul style="list-style-type: none"> <li>• More than 5 000 business miles;</li> <li>• Or carrying people we support.</li> </ul>	As 2 above, but must complete driver profiling.	Determined by Driver Profiling.
<b>4. NAS Employee / Volunteer Driving Minibus</b>	As 3 above; Plus requirements shown at Appendix 8. Must be under 70.	Minibus driver training.
<b>5. Towing a trailer</b>	As above for the relevant towing vehicle; Licence must cover towing a trailer.	Specific towing skills.

### ***Mobile Phones***

Hand held mobile phones must not be used in vehicles unless parked, stationary or calling the emergency services (999). While driving, the phone should be switched off or on silent. Any text or voice messages can then be answered when the journey is over. Drivers not in full control of their vehicle risk a £2500 fine and up to two years disqualification. It is reiterated that the NAS will not pay fines, even if the call was for business.

Some authorised employees, for whom it is deemed an essential aspect of their role, may use hands-free mobile phones. Written approval is required from their SMT before any hands-free equipment is to be used. Hands-free mobile phones can only be used to receive calls; the driver must acknowledge the call and tell the caller that they will ring back as soon as it is safe to pull over to do so. Telephone records are kept by the NAS and may be examined by the Internal Auditor at any time.

## ***Journey Management***

Before carrying people who use NAS services it is essential that consideration is given to the need for a risk assessment. If it can reasonably be foreseen that there is a significant hazard then a risk assessment must be carried out, and the measures necessary to manage any risks implemented (see “Transporting People Who Use NAS Services” section of this policy)

Route planning should be undertaken before commencing a journey. GPS devices can help with journey management, but these must be programmed before setting off and only adjusted when the vehicle is stationary.

Drivers are responsible for checking weather and traffic reports and selecting an appropriate route. Emergency equipment (e.g. spade, suitable footwear, flask etc) should be packed if necessary.

The driver’s seat must be adjusted properly, giving maximum support to the whole of the spine and clear visibility front and rear without unnecessary stretching, as well as being comfortably placed in relation to the pedals, steering wheel and all essential controls.

Care must be taken to avoid tiredness and drivers should stop for a break of at least 15 minutes every 2 hours. All documents, equipment and valuables should be locked in the boot at the beginning of the journey so that the driver can stop without needing to move articles and draw attention to their worth. When a driver gets out of a vehicle they must take the keys out of the ignition and keep them safe at all times.

## ***Vehicle Loading***

Loads should only normally be packed in the boot of a vehicle. Where they are put in the passenger compartment then they must be secured so that they do not move in transit, in a way that does not interfere with the drivers view and so that they do not become lethal projectiles in the event of an accident or sudden stop. Care must be taken not to overload the vehicle, as this will adversely affect its handling capabilities.

NAS equipment must not be left unattended in any vehicle overnight. Loss of NAS equipment e.g. laptops or projectors may be treated as a disciplinary offence, even if left in a locked vehicle.

## ***Drugs and Alcohol***

When driving on business for the NAS, employees must not drive:

- At any time whilst under the influence of either alcohol or non-prescription drugs. This may also apply to the morning after consumption of alcohol;

- If taking proprietary or prescribed drugs that may affect driving ability, it is the driver's responsibility to report this to their line manager or duty manager.

## ***Smoking***

Smoking is not permitted in any NAS vehicle at any time or in any vehicle while it is being driven on NAS business (see also Smoking Policy HS-0433).

## ***Lone Drivers***

Lone driving accidents are potentially much more serious in outcome. The fact that the person is alone and therefore, potentially, out of reach of timely assistance, may exacerbate the consequences of their injury. Please see the Lone Working Policy HS-0420.

General lone driving guidance is given below:

- Lone Drivers should have all doors locked at all times;
- Drivers must report their set off and estimated time of arrival to someone who can check if they do not arrive on time and can take appropriate action;
- Drivers should, wherever possible, carry a mobile phone for emergency use. (This can be personally owned);
- People driving on NAS business must not pick up hitchhikers.

## ***Accidents***

The following steps must be followed at the accident scene:

- Put on high visibility vest;
- Do not admit liability;
- Ignore all suggestions that the accident does not need to be reported;
- If anyone is injured, call the police and if necessary the ambulance service;
- Write down the names, addresses and vehicle registration number of all witnesses before they leave;
- Write down all details as above plus insurance details for other parties involved in the accident;
- Make a note of the weather conditions and any other significant factors;

- Note the speed limit in operation;
- Record significant details;
- Where possible, take photos or draw a diagram showing the area and the vehicles before they are moved.

If, after an accident, the driver is in any doubt as to their fitness to drive, do not do so; the car should be moved to safety by the RAC, the AA, the Police, or other competent person.

Drivers needing to be towed away or relayed should ask to be taken back to their home base rather than their destination.

Time spent dealing with an accident or breakdown is working time.

No NAS employee should write to, or call upon, any injured person, their legal adviser, their relations or friends without seeking the prior advice of the Company Secretary. All letters received in connection with the driving of an NAS vehicle must be forwarded to the Insurance Broker unacknowledged.

Drivers involved in an accident must inform their line manager, and for NAS vehicles the Fleet Administrator, as soon as possible. A claim form must be completed even if you do not expect a claim to be forthcoming. This must be forwarded to the NAS Insurance Broker, for those driving NAS vehicles.

The driver (or if incapacitated, their line manager) must fill in an accident form (Accident Reporting and Investigation Policy HS-0701 refers).

### **3. Vehicles**

#### ***All Vehicles Used on NAS Business***

All vehicles used on NAS business must be maintained to ensure that they are, at all times, safe and roadworthy. Screen-wash additives must always be used to reduce the risk from Legionnaires' Disease.

#### ***Private Vehicles***

A private vehicle is one which is owned by an individual and is used in the course of NAS business. It may belong to the person carrying out NAS business, or in some circumstances belong to a person supported by the NAS.

Insurance must be arranged through the vehicle owner's insurance provider. The vehicle owner must pay for appropriate cover. For example, if people being supported, or others on NAS business, are to be transported in private vehicles, the owner must make sure that their insurance cover includes "carrying of



passengers, not for hire or reward” and the vehicle owner must pay for this cover. Anyone claiming business mileage must have insurance that covers “business use”. Volunteers may not need business insurance but they should always get confirmation from their insurers before driving as a volunteer on NAS business.

The allowances paid to NAS drivers using their own vehicles includes an element to cover tax, insurance, servicing etc.

Managers are responsible for the checking of vehicle documents, Insurance Certificate and MOT certificates. Evidence of these checks must be kept.

## ***Company Cars***

NAS vehicles are provided to individual members of staff who will travel more than 12,000 business miles in any tax year for the purposes of carrying out their jobs. Carbon dioxide (CO<sub>2</sub>) emissions for company vehicles will be capped at a maximum of 125g per Km. Appendix 7 shows the specific requirements relating to company cars and their users.

## ***Pool Vehicles***

Vehicles that are driven by more than one user qualify as pool vehicles and there is no taxable benefit to any of the users.

The following conditions apply to pool vehicles:

- The vehicle must be used regularly by more than one employee;
- It must be pooled for the duration of the tax year;
- It must not be taken home at night by any employee;
- The vehicle must be used solely for business purposes.

Managers are responsible for the careful selection of suitable vehicles to ensure the comfort and safety of both passengers and drivers. Please see Criteria in Appendix 2. Modifications to the vehicle, such as screens to protect the driver, etc. should be considered before purchase or leasing if possible.

All vehicles will be leased through the NAS approved leasing company.

Managers must keep a clear record of which authorised driver is in charge of the vehicle at any time.

Drivers are responsible for checking that the vehicle is roadworthy and safe before use. The driver should satisfy themselves that the weekly check has been satisfactorily completed (Appendix 3). Any defects on NAS vehicles must be reported to the manager responsible.

Pool vehicles are insured for business use only.

## ***Minibuses***

A minibus is a vehicle constructed or adapted to carry between 9 and 16 passengers, in addition to the driver.

Minibuses must:

- be MOT tested annually,
- undergo a safety inspection at least every three months in accordance with the VOSA “Guide to Maintaining Roadworthiness of Commercial Goods and Passenger Carrying Vehicles”,
- display a “School Bus” sign when used for transport of school children,
- be equipped with 1 fire extinguisher. If the vehicle is used to transport physically disabled people, the mini bus must be equipped with 2 fire extinguishers that are securely located one at the front and one at the rear of the vehicle. Extinguishers must be either water or foam.

See also Appendix 8.

## ***General Vehicle Contents***

Essential safety equipment to be carried in vehicles driven by NAS employees, on NAS business:

- High visibility vest
- First aid kit

Note: The high visibility vest must be worn when outside the vehicle in an emergency, during a breakdown or in poor visibility.

Either the AA or the RAC covers all NAS vehicles for emergency recovery. Details of membership numbers, cards and breakdown telephone numbers must be kept in the vehicle at all times.

A copy of the current motor insurance certificate should be kept in NAS vehicles.

## **4. Transporting People Supported by the NAS**

Transportation of people who use NAS services must only take place as described in task and individual client risk assessments. All control measures must be followed.

Drivers and shift managers have a responsibility to assess the person at the time of the journey and make a decision whether or not to proceed. Drivers have the right to cancel or curtail a journey if they feel the risk at that time is too

great. A risk-based, written report must be given to the manager to explain the reasons for a “no go” decision.

Use of rear door child-locks needs to be carefully considered in conjunction with the risk assessment.

All passengers must wear their seat belts which must be able to be released in an emergency.

If possible, ensure that the vehicle is balanced. Try to avoid all the passengers sitting on one side of the vehicle.

A mobile phone (which may be privately owned) must be carried in the vehicle during each journey so that an emergency call could be made. The phone may only be switched on if it is considered safe for a passenger member of staff to answer the call, without distracting them from the task of supervising the people who need support.

People who use NAS services must never be left unattended in a vehicle.

Drivers reversing minibuses should use another member of staff to guide them.

The driver is responsible for selecting a suitable place to park to enable the staff and people being supported to exit and re-enter the vehicle safely

In the event of an accident or breakdown, the emergency services and the breakdown services should be clearly notified that the passengers have autism and, if possible, given some brief details of their needs and possible behaviours.

The risk assessment covering emergency situations must consider the need for high visibility wear to be available to all occupants.

Where employees or volunteers supporting an individual who uses NAS services, are passengers in vehicles not driven by NAS drivers, e.g. parents' car or a car belonging to the person being supported, a visual check must be made to ensure that the driver has valid insurance. NAS insurance does not cover passengers in these circumstances.

## ***Challenging Behaviour***

Challenging behaviour is defined as any behaviour that causes distraction to the driver.

When challenging behaviour occurs, the driver must find the nearest safe place to stop and park. This should not normally be the hard shoulder of a motorway.

## ***Child Restraints / Seat Belts***

When carrying children in a vehicle the driver is responsible for ensuring that they are wearing a suitable child restraint / seat belt.

Booster seats must be used for children 15 kgs (from approx 4 years) to 22 kgs (approx 6 years).

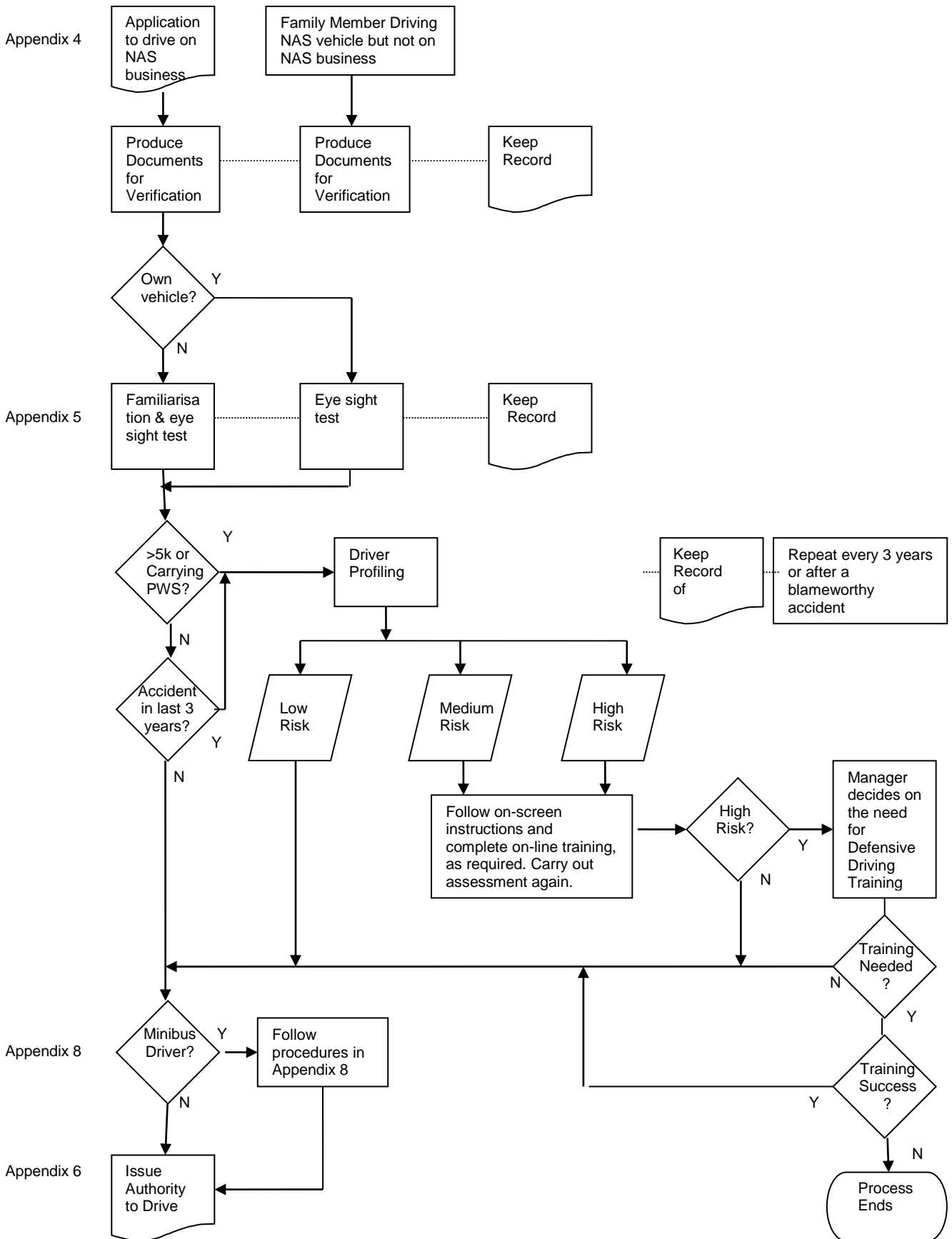
Booster cushions must be used for children from 22 kgs (approx 6 years) to age 12 or 135 cms in height (whichever is reached first).

Seat belts must be used for children aged over 12 or over 135 cms in height.

## **Key Management Actions**

- Managers must ensure that people are not permitted to drive on NAS business until they are in receipt of an "Authority to Drive" letter
- An authority to drive must only be issued once all of the relevant requirements of this policy have been met

### Appendix 1 – Provision of “Authority to Drive” Flow Diagram



## ***Appendix 2 - Criteria for Acquisition of Pool Vehicles***

- Euro 4 emission standards;
- Head restraints for driver and all passengers;
- Lumbar support for driver;
- Adjustable seat for driver;
- Clear driver visibility in all directions;
- Height of windows for safety of service users;
- Accessibility of doors;
- Access to load space allows safe transfer of heavy and awkward loads;
- Child locks on rear doors;
- Full lap and diagonal seat belts;
- Please add particular requirements specific to your drivers or passengers.

### Appendix 3 - NAS Weekly Vehicle Checklist

**NOTE: EACH SUBSEQUENT DRIVER IS RESPONSIBLE FOR SATISFYING THEMSELVES THAT ALL RELEVANT INFORMATION IS CORRECT BEFORE COMMENCING ANY JOURNEY**

**Checked By**

Name	Signature
Date _____ Time _____ Vehicle _____ Registration _____	

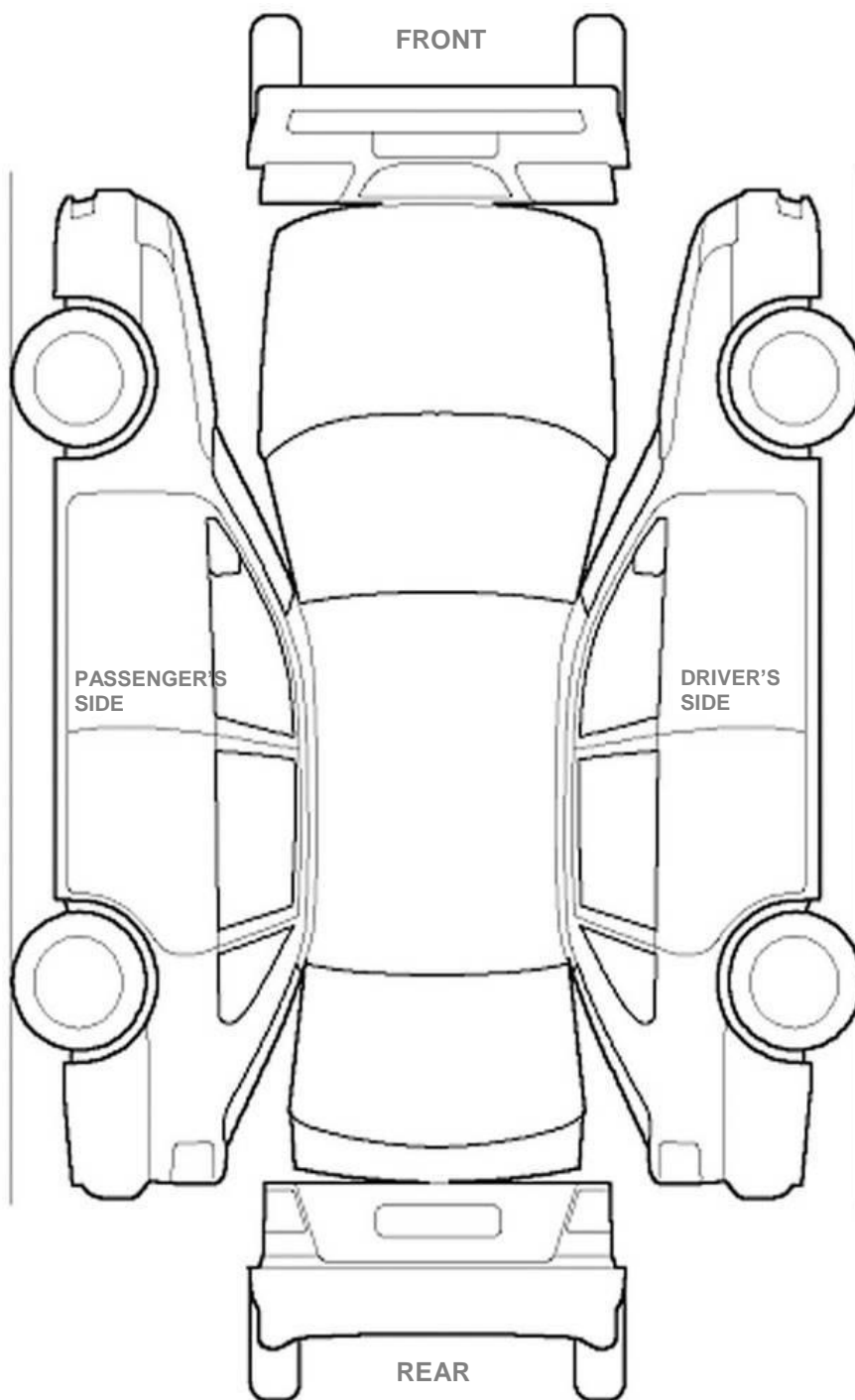
<b>Fuel Level</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">E         F</div>	<b>Oil Level</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Min         Max</div>												
<b>Power Steering Fluid</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Min         Max</div>	<b>Brake Fluid</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Min         Max</div>												
<b>Coolant</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Min         Max</div>	<b>Washer Fluid</b> (check for additive) <div style="border: 1px solid black; padding: 2px; text-align: center;">Min         Max</div>												
<b>Tyres</b> (Please record the depth of each tyre tread (min 2mm) and the pressures (see car handbook))													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 40%;">Offside (driver side) front</td> <td style="width: 10%;">Tyre depth</td> <td style="width: 10%;">Pressure</td> <td style="width: 40%;">Nearside (passenger) side front</td> <td style="width: 10%;">Tyre depth</td> <td style="width: 10%;">Pressure</td> </tr> <tr> <td>Offside (driver side) rear</td> <td>Tyre depth</td> <td>Pressure</td> <td>Nearside (passenger) side rear</td> <td>Tyre depth</td> <td>Pressure</td> </tr> </table>	Offside (driver side) front	Tyre depth	Pressure	Nearside (passenger) side front	Tyre depth	Pressure	Offside (driver side) rear	Tyre depth	Pressure	Nearside (passenger) side rear	Tyre depth	Pressure	
Offside (driver side) front	Tyre depth	Pressure	Nearside (passenger) side front	Tyre depth	Pressure								
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<b>Bodywork Condition</b> (please fill in car body map, see attached)													
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>													
<b>Windscreen Wipers</b> <div style="border: 1px solid black; padding: 2px; height: 20px;"></div>	<b>Lights / Indicators</b> <div style="border: 1px solid black; padding: 2px; height: 20px;"></div>												
<b>Horn</b> <div style="border: 1px solid black; padding: 2px; height: 20px;"></div>	<b>Seat Belts</b> <div style="border: 1px solid black; padding: 2px; height: 20px;"></div>												

<b>First Aid Kit</b> Present <input type="checkbox"/> Missing <input type="checkbox"/>
<b>Disability Badge</b> Present <input type="checkbox"/> Missing <input type="checkbox"/>
<b>Accident Pack</b> Present <input type="checkbox"/> Missing <input type="checkbox"/>

<b>Fire Extinguisher</b> None <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/>
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**(TO BE RETAINED FOR 6 MONTHS)**

**Vehicle damage chart (please indicate damage and write in the box below)**



Comments



## ***Appendix 4 - Application for Authority to Drive a Motor Vehicle***

Name of applicant \_\_\_\_\_ Job Title \_\_\_\_\_

Date of birth \_\_\_\_\_ Tel No \_\_\_\_\_

Workplace address \_\_\_\_\_  
\_\_\_\_\_

I would like authority to drive the following types of vehicle (please tick):

- My own vehicle (on NAS business)
- A company car
- A pool car or MPV
- A pool mini bus

I am an employee / volunteer / family member of company car holder (please delete as appropriate)

Do you have any medical condition that may affect your ability to drive?  
YES/NO  
(If yes please provide details on a separate sheet)

Also if yes, have you reported this condition to the DVLA? YES/NO  
(If no please explain why not on a separate sheet)

Have you had an accident in the last 3 years? YES/NO  
(If yes, please give details on a separate sheet).

I enclose a copy of my driving licence and a check code from the DVLA (see overleaf for details).

I enclose a copy of my MOT certificate and insurance certificate (private car drivers only).

### **Drivers Declaration**

I confirm that the details are correct. I undertake to notify the NAS in writing, of any future endorsements, accidents or any changes that may affect my ability to drive safely on NAS business. I acknowledge that my failure to disclose information could lead to the NAS taking appropriate action. I understand that I am responsible for all fixed penalties or fines whilst driving on NAS business, and for ensuring the roadworthiness of the vehicle before driving

I know my responsibilities, as stated in the NAS Driver and Vehicle Policy, and have familiarised myself with the requirements of the Highway Code.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**To be Completed by the Administrator**

I confirm that I have

Action	Initials and Date
Checked that the photocard has not expired	
*Checked that the licence is valid for the classes of vehicles requested	
*Checked for endorsements and recorded	
Checked that the licence has been held for more than a year (2 years for minibuss drivers and D1)	
Checked the applicants date of birth (if applicable)	
Checked the insurance certificate and MOT (private car drivers only). The onus is on the driver to produce evidence.	
Reported medical conditions and accidents to line manager and where appropriate fleet manager	
Received authorisation from the insurance company	

\*For these checks the administrator will need the applicant to provide a check code. The applicant will need to access <https://www.gov.uk/view-driving-licence> to generate the code.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*When complete pass the form to the Manager (not for family members)*

**To be completed by the Manager (employees and volunteers only)**

I recommend that authorisation be given / I would not recommend authorisation to be given (delete as appropriate) because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*When complete pass back to Administrator  
 Administrator prints an authorisation memo ready for Manager's signature.  
 Then attaches to this form, copy of driving licence, copy of MOT certificate (private drivers only), copy of insurance certificate (private drivers only), the risk assessment checklist and passes to Manager for signature. Once signed the administrator then forwards the memo to the applicant and files the forms plus a copy of the memo.*

### Appendix 5 - Driver Initial Assessment Checklist

To be completed for all drivers (except family members)

Name of Driver \_\_\_\_\_ Date \_\_\_\_\_

Assessor \_\_\_\_\_ Vehicle \_\_\_\_\_

Requirement	Guidance	Pass	Action Required
(1) Eye Test	Must be able to read a number plate at a distance of 20.5 metres (defined by DSA)		
(2) Vehicle Checks	See the person do a vehicle check using the weekly vehicle checklist		
(3) Vehicle Familiarisation	Talk/show the person all controls, i.e. light switches, wiper switch, gear selectors, seat controls, horn, window controls.		
(4) Driver Profiling	Must successfully complete online driver profiling		
(5) Training	Is further defensive driver training required?		

**Vehicle Familiarisation Drive (approximately 20 minutes)  
To be completed without supported persons present**

***Please ensure this form is discussed with and passed to the Manager.***

Manager signature \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**

- Requirements 2 and 3 are not applicable for drivers of privately owned vehicles and company cars.
- Requirement 4 only applies to drivers carrying service users or driving more than 5000 per year.
- The preferred option for all minibus drivers is formal on the road training from a professional instructor (The MIDAS course is recommended), but as a minimum, all minibus drivers must complete requirement 3 - Vehicle Familiarisation.
- A special point should be made during vehicle familiarisation (requirement 3) of making sure that the arrangements for wheel replacement are made known, including risk assessment controls. Some vehicles may not be supplied with a spare wheel.

## ***Appendix 6 - Authority to Drive (Letter Template)***

Dear

I am pleased to authorise you to drive NAS vehicles on NAS business in the following categories:

(as specified on application form.)

You must advise me of any penalty points, accidents or driving convictions that you may receive, whilst driving an NAS vehicle or any other vehicle, and let me know immediately if there are any changes that may affect your ability to drive safely on NAS business.

Having read our policies and been through the authorisation procedure, I'm sure that you can see that, as an organisation, we are committed to the safety of our drivers and passengers. Please play your part in our drive to improve safety on the roads.

Signed by relevant manager

Date

## ***Appendix 7 – Company Cars***

All Company Cars will be leased through the NAS approved lease company.

If an employee has a company car and transfers to a job that does not require a vehicle, they will no longer be entitled to the vehicle.

Should an employee be unable to drive for a protracted period of time (e.g. loss of licence or long term disability) necessitating travelling on business by train or public transport, the company car may be taken away until they are again able to drive.

Should business mileage fall below 10,800 business miles in any tax year, the employee will be required to return the vehicle unless it is clear that the business need will require more than 12,000 business miles in the following tax year.

Business mileage does not include travel between home and the normal place of work. It is imperative that this is never claimed, as it will result in a significant tax liability for the employee.

The NAS reserves the right to re-allocate vehicles where necessary. Overall control of the vehicle will always remain with the NAS.

Staff joining the NAS or moving to a role entitling them to a car will not automatically get a new vehicle. If spare vehicles are available, they will be allocated that vehicle for the duration of its remaining contract. This should be made clear at interview.

Some key senior management positions which require the person to drive less than 12,000 business miles may be entitled to a company car or car allowances where market forces require it as part of a package to attract the right people to the organisation. The CEO approves this list and variations can only be made with CEO authorisation.

### ***Income Tax***

The tax consequences of being provided with a company car are the employee's responsibility. This benefit should be reported immediately by the employee to their tax office upon taking possession of the vehicle and thereafter annually when completing tax returns. The NAS also has a duty to report to the Inland Revenue the names of individuals who have company cars. To find out more precise information on any car you may wish to lease, you can search [www.vca.gov.uk](http://www.vca.gov.uk) or [www.smmmt.co.uk](http://www.smmmt.co.uk)

If a company car is off the road without replacement for a significant time, the employee should report this to their tax office in order that they may receive a tax rebate.

## **Company Vehicle Value & Type**

Company cars must have at least 4 doors, rear passenger seats and a petrol, diesel or hybrid engine which meets current Euro emission standards.

The Vehicle Procurement team holds details of all current available vehicles, CO2 emissions (CO2 emissions capped at 110g/Km to ensure costs to the organisation are minimised) and costs.

All requests for company vehicles must be approved by the relevant SMG director prior to a request being submitted to the Vehicle Procurement team.

A needs assessment will be undertaken based upon:

- a. Post (mobile or office based role)
- b. Travel requirements (long distance, motorway, around town etc.)
- c. Estimated weekly mileage
- d. Any medical / health and safety needs (bad back etc.)

We offer a make and model based on the above information.

### **Alternative vehicle request**

An employee can submit a **Lifestyle Choice** exception request for an alternative car. Examples of this are include a bigger car to accommodate a family or pets.

Such a request requires the approval of the Director of Finance or the Chief Executive and is subject to the employee's agreement to pay any additional monthly rental via payroll and to pay the difference should they leave before the lease is ended.

An employee can also submit a **Wish List** exception request. An example of this is the inclusion of sports seats.

Such a request requires the approval of the Director of Finance or the Chief Executive and will only be considered if there is little or no impact on our ability to reallocate the vehicle should they leave eg the upgrade must not impact on CO2 emissions. If agreed the employee will need to make an up front capital contribution at the time of ordering.

### **Company Vehicle Costs Borne by the NAS**

- Lease and delivery of vehicle;
- Comprehensive insurance for use in connection with NAS business and for social, domestic and pleasure purposes;
- Road fund licence.

- Routine servicing and repair;
- RAC (or similar) membership;
- A contribution towards fuel costs for business mileage. (Only the approved mileage rate can be claimed as outlined in the **Staff Business Expense policy**).

The vehicle will normally be replaced after it has done 100,000 miles or 4 years, whichever is the sooner.

### ***Insurance***

A clear record must be kept of which authorised driver is in charge of the vehicle at any time. The staff member to whom the car is allocated will be assumed to have been the driver in any disputed case.

Company cars may be taken abroad provided all relevant documents are available prior to departure. Documentation may be obtained from the current leasing company by telephoning 0870 165 0980 and quoting the registration number of the vehicle. It is the driver's responsibility to ensure that all relevant documentation and equipment is available prior to departure.

A photocopy of the current insurance certificate should be kept in the vehicle at all times.

### ***Temporary Replacement Vehicles***

A courtesy car may be provided (dependant upon availability) by the vehicle leasing company when a vehicle is off the road for servicing, MOTs or minor repairs. If the necessary notice is given, a collection and delivery service is normally provided.

For longer periods, such as when a vehicle is undergoing major repair work, courtesy cars should be requested in the first instance, giving as much notice as possible. Permission to hire may be granted in exceptional circumstances. The Vehicle Procurement team must be contacted on these occasions.

### ***Taxable Cash Alternatives***

Staff who are entitled to, and opt to take cash alternatives must provide their own private vehicle. It must be serviced and maintained by the staff member to ensure that it is, at all times, safe and roadworthy.

## ***Family Use***

Family members, who have been authorised to drive an NAS company car, must produce their driver documents for verification by the Vehicle Procurement team. They must notify the Vehicle Procurement team immediately of any changes including endorsements.



## Appendix 8 – Minibus Driving Requirements

Minibus drivers and vehicles must meet the requirements set out below in addition to those shown in sections 2 and 3 of this policy:

<b>Drivers with D1 Entitlement</b>	<b>Drivers without D1 Entitlement</b>
<ul style="list-style-type: none"> <li>• Minibus must display an “in date” Section 19 permit available from the Vehicle and Operator Services Agency (VOSA) <a href="http://www.vosa.gov.uk">www.vosa.gov.uk</a></li> <li>• Must successfully complete minibus driver familiarisation training, or defensive driver training in minibus.</li> <li>• Can drive large minibuses (with a maximum authorised mass of over 3.5 tonnes)</li> </ul>	<ul style="list-style-type: none"> <li>• Minibus must display an “in date” Section 19 permit available from the Vehicle and Operator Services Agency (VOSA) <a href="http://www.vosa.gov.uk">www.vosa.gov.uk</a></li> <li>• Must successfully complete minibus driver familiarisation training, or defensive driver training in minibus.</li> <li>• Can only drive small minibuses (with a maximum authorised mass of under 3.5 tonnes)</li> <li>• Must have held a category B licence for at least 2 years</li> <li>• Must drive voluntarily, i.e. driving should not be shown as an essential requirement on their Job Description. They must be able to refuse minibus driving duties</li> <li>• Insurer must be notified</li> </ul>