

# Driving Policy

## Who does the policy apply to?

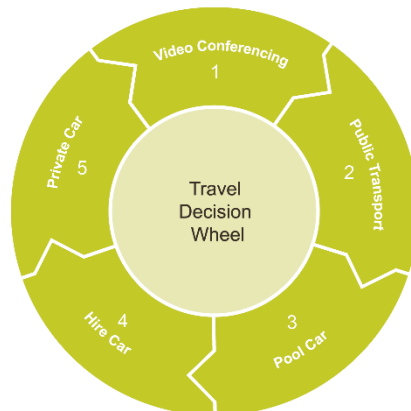
This policy sets out everyone’s obligations with regards to driving and provides useful guidance and contact information. Alongside TEP’s guidance notes this policy contains important information on health and safety whilst driving which should be read and always followed.

Unless specifically indicated, this policy applies to all individuals working within or for TEP including

- Employees (permanent, fixed term or temporary),
- Seconded and agency staff,
- Sub-contractors and sub-consultants engaged on TEP-led projects

For the purposes of this policy, the terms “staff” or “employees” applies to all the above categories.

As an environmental consultancy with a commitment to carbon-neutrality, we encourage all staff to consider the necessity for travel and to explore options available when doing so. The Travel Decision Wheel should be used to ensure the most carbon efficient option is selected.



### 1.0 Video Conferencing

All staff have access to Microsoft Teams and should consider this as the first option. If attending a client meeting, or meeting with colleagues in another office, consider whether Teams may be a viable alternative

## 2.0 Public Transport or Cycling

Staff should explore whether public transport is available and appropriate for the journey in question, before choosing the option to drive. Cycling is another option and will be reimbursed in accordance with TEP's [Bicycle Use for Business Policy](#).

## 3.0 Use of Cars and Motorbikes (Pool Cars, Hire Cars and Private Vehicles)

If driving is considered the most appropriate mode of transport all staff must consider how to minimise carbon impact. Where multiple staff (including subconsultants) are on site you should first consider options for car sharing. Mileage rate is payable for carrying passengers as detailed in TEP's [Expenses Policy](#).

### 3.1 Driving licence, MOT, and insurance certificates

You must have in place, and provide on request to the Company, the following documents:

- Valid UK driving licence
- Driving Licence Summary or Check Code
- Valid MOT Certificate
- Valid Vehicle Insurance, including for business cover
- Valid tax for the vehicle

Copies of all documents will be retained confidentially. Where individuals make use of a pool or a hire car, copies of their Licence Summary or information contained therein will be provided to the insurance company where required.

Since the introduction of photo-card driving licences a copy of the Licence Summary or a Licence Check code is required. A copy of the Licence Summary can be obtained directly by an employee via the DVLA website, [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and shared directly by the employee. Alternatively, the employee can provide a 'check code' to allow TEP to access this information.

Employees are responsible for informing the Company immediately if there are any changes to the above since last providing your details to us, including any driving convictions or disqualification.

Sub consultant companies who wish to not provide detailed driver information shall provide TEP with a statement to confirm that they do obtain similar information to that required by TEP and have a process in place to check and validate that this information remains up to date.

### 3.2 Roadworthiness

If you use your car for TEP business, or if you commute to TEP's offices in your own car, you must maintain it in a roadworthy condition and perform regular checks on roadworthiness.

### 3.3 Fuel reimbursement

If you are driving a pool or a hire car, you should use a company fuel card or company charge card to pay for fuel. Whilst it is encouraged to use a fuel or company charge card, the cost of the fuel for pool and hire cars used on Company business can be paid for by members of staff and will be reimbursed provided a VAT receipt is submitted along with a completed expense form.

You are responsible for paying for fuel when driving your private vehicle for business journeys.

If you have permission to use a pool or hire car for private use, you must pay for fuel related to the private mileage.

### 3.4 Motoring and parking offences

Any endorsements, fines and penalty points received by the employee as a result of driving during work time must be reported to your team manager, PQD and Business Support.

If any offences are committed whilst driving a pool or hire car you must inform Business Support immediately who will review the insurance implications. Failure to do so may invalidate TEP's insurance and may result in disciplinary action.

If you are convicted of a driving offence and consequently lose your driving licence, it may result in your suspension and/or subsequent loss of employment or redeployment to another position within the Company at the Company's discretion. If you are a sub-consultant this may result in the termination of your Contract of Engagement.

You are personally responsible for any fines and payments relating to motoring and parking offences and non-payments of tolls or road charges. Where the Company has settled any such payment on your behalf, this will be deducted directly either from your salary (in the case of employees) or your most recent invoice (in the case of sub-consultants) or you will agree to reimburse the Company accordingly.

### 3.5 Breakdown

Should you suffer mechanical or electrical problems, where possible you should avoid stopping in a dangerous place (such as on a roundabout, or where other road users will have difficulty seeing the vehicle). It is strongly advised that all employees have breakdown cover for any private vehicle used for work purposes.

Do not attempt to repair a pool or hire car yourself, please arrange for breakdown assistance (contact details contained within the 'Useful Numbers' document as stated above or can be found in the Hire Car delivery pack). While waiting for the breakdown service to arrive, switch off the engine, switch on hazard lights and wait away from the vehicle in a safe place away from traffic. On a motorway this should be beyond the hard shoulder, up the embankment, or the other side of any crash barrier. You and any passengers should exit the vehicle from the nearside and never cross the motorway.

## 4.0 Pool Cars

The Company has pool cars available for individual use. These are low-carbon hybrid cars and offer cost and environmental efficiencies. We have also invested in fuel payment cards so that employees and sub-consultants who do not have company debit cards can pay for refuelling.

Employees are required to use the pool cars. In Market Harborough and Gateshead, these must be the first option for all car-based business journeys.

If a pool car is not available, depending on the miles to be travelled a hire car may be a suitable alternative. The thresholds for use of hire cars are determined by Business Support

For non-chargeable journeys (recorded against job codes such as 050.02 – Core Training, 018 – Personnel etc.) a pool car must be used if available.

#### 4.1 Booking Pool Cars

The pool cars are booked out via 'SharePoint/Resources/New Car Booking/Pool Car'.

Individuals using a pool car should first read the Toyota Auris user guide (available on the system under TEP Admin, Pool Cars), and sign and date it. Your signed copy will be retained on your personal or contractor file. Also contained in a folder in each pool car is a document named 'Useful Numbers', which drivers should refer to in case of an incident. This document contains important information on who to contact in case of a breakdown, accident, fire or theft, or windscreen repair and a copy is also available via TEP Admin, Pool Cars.

#### 4.2 Inspections of Pool Cars

The pool cars receive a weekly check by a designated person at the office at which they are based. The details of these inspections will be recorded and will be retained on the Health and Safety SharePoint site for reference. As well as recording the condition of the vehicle these inspections will act as a prompt for having the vehicles cleaned, checking all documentation is present and identifying any further defects, such as bulb failures and general top ups such as ensuring that the screen wash is full.

Should any serious issues be noted then the car will immediately be taken out of service, until such time that the identified defect has been resolved, and all staff duly informed.

If using a pool car, you are required to complete a Daily Vehicle Mileage and Inspection Sheet. You should record the condition of the vehicle, record any new defects, job details, journey start and end locations and the mileage readings. The Daily Vehicle Mileage and Inspection Sheets are stored locally in each office.

### 5.0 Hire Cars

#### 5.1 Booking a Hire car.

Hire cars can be booked for journeys over a mileage threshold as detailed in the [Expenses Policy](#). Business Support can advise on whether a hire car is appropriate based on mileage.

If a hire car is considered a requirement for any other reason this must be agreed by a Team Manager.

A hire car can be booked via SharePoint/Resources/New Car Booking/Hire Car picking Hire Car from the drop-down menu.

It is requested that you provide at least 48 hours' notice to allow time for the required hire car to be booked by Business Support. Whilst we understand that on occasion a shorter notice period may be required, with the cars being requested by telephone or email, please note that this may result in the size of required vehicle not being available or the ability to drop off at desired location being restricted. Whilst every effort will be made to have a vehicle dropped off at a private residence please note that on occasion this might not be possible, and the car may have to be either collected or delivered to an office location.

Business Support will confirm by email when a vehicle booking confirmation has been accepted by the hire company.

### 5.2 Checking of Hire Cars.

All hire cars will be less than 3 years old with limited mileage and will have been inspected by the Hire Company before being dropped off for use. The staff member must check over the vehicle as soon as practical after delivery to ensure that there is no damage. If there is, then please photograph and advise Business Support immediately.

You must notify Business Support of the registration number, and time of drop off, so that the vehicle can be added to TEP's motor insurance policy.

### 5.3 Personal use of pool cars or hire cars

You must not use a pool or hire car for any private, social, or domestic purposes, except when:

- Private use is merely incidental to the business journey; or
- You have the express agreement of the Directors.

An example of incidental use would be taking the pool car home in the evening to enable you to make an early start on your journey the next day. It is worth noting however that on these occasions TEP would be expected to be able to demonstrate that there was no personal use of the vehicle (outside of the incidental use of travelling home) and a robust reason for taking the car home (e.g., an early start the next day and the impracticality of collecting it from the office) if required by HMRC. HMRC guidelines also state that a pool car must not normally be kept overnight at or near any employees' homes. This means that the car must not be kept at any employee's home for more than 60% of the total time it is available for use.

### 5.4 Administration Fees

Car hire companies levy an administration charge where they have settled a fine or payment on your behalf. In this situation the charge will be deducted from your salary or invoice or repaid to TEP on request. Any incidents that incur a fee must be immediately reported to your team manager or project manager, Associate Director - PQD and Business Support.

## 6.0 Private Vehicles

Private vehicles should be used if it is determined this is the most effective approach after all other options have been explored. You may claim for private mileage in your own vehicle and mileage will be paid in line with the [Expenses Policy](#).

If a pool or hire car is available and you opt to use your own car without having received prior approval from your team manager or a Director, TEP reserves the right to withhold payment of mileage expenses, in accordance with the [Expenses Policy](#).

There may be instances where you can demonstrate an advantage to TEP or its clients from your use of a private car, rather than a pool or hire car. Examples of where this may be the case are if your car is better at transporting bulky site survey equipment and hiring an equivalent vehicle would be less cost-effective; or where you are including private journeys as part of a wider work trip, and the personal element enables you to save significant time on the work trip. If you believe this to be the case, you should seek prior approval for use of a private car from your team manager or a Director. If approved, mileage will be paid in full for the business element of the journey.

## 7.0 Health and safety whilst driving

Under the Health and Safety at Work Act 1974, every employee has a duty to ensure the health, safety and welfare of themselves and others whilst at work. This means you must not drive in a way which may put yourself or others (colleagues or members of the public) at risk.

Drivers must have read, understand, and act in accordance with TEP's Safety Note 26 Riding and Driving at Work and the Driving at Work Risk Assessment.

These documents should be referred to for full details but in summary:

- **Do not drive unless you are fully alert.** If your alertness is compromised, it is your responsibility to speak to your team manager or another colleague prior to commencing with a journey and put corrective action in place.
- The receipt of calls on mobile telephones whilst driving is only permissible if they are connected to a hands-free system. No calls shall be made unless a vehicle is safely parked, and the ignition is turned off.
- Some clients (for example National Grid) have banned the use of mobile phones at all whilst driving. Any client specific requirements must be adhered to.
- Satellite navigation must be properly installed, and the destination set prior to commencement of a journey. If adjustments are required during a journey drivers must pull over to a safe place, and switch off the engine, before doing so.
- You must adhere to TEP's Drugs & Alcohol Policy at all times.

### 7.1 Driver Fatigue

Driving when tired, especially late at night and at dawn, significantly increases the risk of having an accident. Statistically it has been proven to be as dangerous as drink driving. Signs of fatigue whilst driving include; yawning or frequent blinking, poor concentration, and

drowsiness. Driving tired impairs judgement, coordination, and reaction time so you may react slowly, break late or miss a hazard all together.

**You should not drive unless you consider yourself fully alert and fit to do so.**

All colleagues should adopt the following key steps to recognise and mitigate the risk of driver fatigue seeking support from their Team Manager, as necessary.

### Plan

Try to make sure you have had sufficient sleep before driving. Make a mental plan of your journey with planned breaks at least every 2 hours. If multiple surveyors are on site you should seek to car share where possible, sharing the driving to allow everyone have regular breaks. If travelling long distances, consider the need for overnight accommodation and discuss with your team manager if necessary. If undertaking nocturnal surveys aim to take time off in lieu prior to or immediately following the survey.

### Assess

Be aware of the early warning signs of driver sleepiness: e.g., repeated yawning, changing position frequently, and frequent eye blinks. Do not wait until you are having difficulty keeping your eyes open or your head is nodding, or if you cannot remember a portion of your journey, as these are signs that you are already very fatigued or are experiencing brief periods of sleep (microsleeps) and are not safe to drive.

### Break

Do not be tempted to keep driving to reach your destination: take breaks as planned and take additional breaks if needed. Opening the window or turning up the music should only be used to keep you more alert until you reach a safe place to stop your vehicle, they are not effective ways to keep alert for a significant period.

### Park

If fatigued on route park somewhere safe and take a break. Lock the doors, set an alarm for 20 minutes and take a nap. On waking, walk around outside for 10 minutes to wake up properly before setting off again. If possible, drink 1-2 cups of coffee immediately before napping. For the next hour or two, you should benefit from the alerting effects of both the caffeine and the nap.

## 7.2 Use of Mobile phones

It is an offence for a driver to:

- Speak or listen to a phone call on a handheld phone
- Send or receive text messages or images
- Use any handheld device to access data, including the internet
- Hold any electronic device for "accessing" oral, text or pictorial communications

“Driving” is defined as sitting at the wheel of the vehicle with the engine running. Using a handheld mobile phone while driving a motor vehicle is an endorsable offence. TEP prohibits the use of handheld mobile phones whilst driving on company business. In addition, where hands free kits are available, these should only be used for incoming calls and then only when it is safe to do so. The message should be brief; outgoing calls should only be made when the vehicle is parked in a safe, legal place with the ignition turned off.

### 7.3 Use of Other In-Car Devices

Portable in-car driving aids such as satellite navigation and speed camera detectors can be business-efficient but, simultaneously, distracting, and hazardous. Drivers should ensure that any such equipment is fitted properly and safely. If adjustment needs to be made during a journey, drivers should first pull over to a safe place before attempting to make an adjustment.

### 7.4 Smoking

Smoking and vaping are prohibited in any pool or hire car. Employees found to have been smoking or vaping in a pool or hire car may be subject to disciplinary action. Any charge from a leasing or hire Company in relation to damage, cleaning, or lost revenue as a result of smoking or vaping will be deducted from your salary or repaid to TEP on request.

### 7.5 Alcohol and drugs

Staff should refer to TEP’s [Alcohol and Drugs Policy](#) which reflects current legislation.

## 8.0 Disciplinary Action

Failure to comply with the Driving Policy may lead to disciplinary action and could result in dismissal in accordance with the Company’s Disciplinary Procedure. In the case of sub-consultants, it may result in the termination of your Contract of Engagement.

I have received information on the <a href="#">TEP Driving Policy</a> , and fully understand it.	
Signed: (Employee)	Date:
Name: (Employee)	

Date of Next Review: September 2024





Person with overall responsibility	Katie Shilcock, Director
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Rev	Date	Description of Amendment	Authorised by
00	June 2012	Original Issue	Francis Hesketh
01	13 March 2013	Update footer and change font to Arial	Francis Hesketh
02	06 December 2013	Change in pool car and nominated person, added in daily and monthly inspections	James Smith
03	February 2015	Updated to include sub-consultants as well as TEP staff. Update footer and formatting to standard TEP paragraph spacing.	Francis Hesketh
04	February 2016	Updated to provide clarification on private use and private mileage claims, and charges levied by hire companies for offences or toll charges. Updated header, footer, and colours.	Francis Hesketh
05	January 2017	Updated to reflect changes to pool car checking process, revised penalties for using handheld phone whilst driving and drug and alcohol requirements. Kate Goodban also updated to Karen Salkeld on Business Support	Peter Henebery
06	September 2017	Updated 'Booking Pool Cars' section as Ismail now left TEP and no longer manages Market Harborough pool car.	Kate Goodban
07	January 2018	Update to include current mileage rates for private vehicle use.	Hayley Chriscoli
08	January 2019	Schedule Review. Update Business Manager for Associate Director - PQD	Joanne Boothroyd
09	January 2021	Schedule review. Updated smoking section to include Vaping. Revised Pool Car Management to update locations for keys and remove specific names for the Pool Car Inspections. Updated to include both petrol and diesel in Fuel Cards. Update to provide statement regarding sub consultant companies. Updated footer	Peter Henebery
10	September 2022	Updated to include travel decision wheel, remove reference to Warrington pool car and additional information driver fatigue.	Peter Henebery