



Occupational Driving Policy

1. Introduction

- 1.1 Yorkhill Housing Association currently leases one van primarily for use in the Estate Caretaker service. The vehicle is necessary for the functioning of the caretaker service, and may be used for other business purposes as required.

2. General Use

- 2.1 The van is primarily used by the Estate Caretakers and will be insured for those post holders as applicable. At least one other member of staff will be insured to drive the vehicle – currently the Deputy Chief Executive. No other member of staff is permitted to drive the vehicle unless insured under the Association's Fleet Insurance.
- 2.2 Any driver using the vehicle must adhere to these procedures and requirements:
- All vehicle users are required to drive in a safe, lawful and efficient manner. It is expected that driving will need to take place in all types of weather and driving conditions therefore users must inspect and make necessary precautions before driving.
 - The inspection sheet should be reviewed daily, and appropriate weekly and monthly checks should be carried out as appropriate.
 - The safety and security of the vehicles, passengers, and loads is the responsibility of the drivers. Drivers should ensure that loads are secured to prevent a nuisance or danger to other road users or pedestrians.
 - Mobile phones should not be used while driving – this includes hands-free kits or Bluetooth devices.
 - The van should be kept clean and tidy as this is reflective of the standards of the Association.
 - The vehicle must be locked when left unattended. Tools and/or materials must not be left in the van overnight.
 - Passengers must not be carried in the vehicle, except for employees of Yorkhill Housing Association, unless agreed by a manager.
 - In accordance with the Smoking, Health & Social Care (Scotland) Act 2005, smoking is strictly forbidden whilst using a company vehicle at all times.

3. Driving Licences and offences

- 3.1 It is a condition of being permitted the use of a company vehicle that the employee holds a full and valid UK Driving Licence. Vehicle users are required to submit a copy of their driving licence and on-line check code to allow verification of licence status annually. It is the responsibility of the vehicle user to inform the Chief Executive or Deputy Chief Executive if there is any change to the details on the licence such as the addition of Penalty Points.
- 3.2 Vehicle users who drive the vans and who are charged or convicted of driving offences must report this to the Association's Chief Executive or Deputy Chief Executive within 24 hours.
- 3.3 Driving related fines are the responsibility of the vehicle user who incurs them irrespective of whether this occurred during working hours. If the vehicle user fails to pay a driving related fine, the Association will do so and claim the cost back from the vehicle user. Depending on circumstances, the Association may pay a fine with each individual instance assessed on its merits.
- 3.4 If a vehicle user is disqualified from driving and an essential part of the job requires them to hold a valid driving licence, the Association reserves the right to terminate their Contract of Employment.

3.5 Personal Use

- 3.6 Occasional personal use is permitted upon permission being granted by a Senior Management Team member. This should be restricted to occasional use, and fuel or any other costs will be the responsibility of the driver.

3.7 Maintenance and Servicing

- 3.8 The Estate staff are responsible for ensuring proper maintenance to the Association's vans. This must be done in accordance with the manufacturers handbooks and the requirements of UK Law.
- 3.9 The costs of maintaining and repairing the Association's van will normally be met by the Association where such costs arise through the normal use of the vehicles. Where required under lease agreements the Deputy Chief Executive will arrange servicing or maintenance.
- 3.10 In the event that damage has been caused through the user's negligence, wear and tear excluded, the re-instatement costs will be charged to the vehicle user.
- 3.11 Fuel should be purchased using Association procedures – using the fuel card provided, or in exceptional circumstances, and on approval by a Senior

Management Team member, a driver may purchase fuel and be reimbursed through the appropriate procedures. Fuel cards must only be used on the Association's vehicle.

4. Accidents and Damage

- 4.1 All damage to a company vehicle must be reported to a Senior Management Team member immediately. A written report detailing the circumstances in which a vehicle suffered damage should be submitted thereafter.
- 4.2 Damage caused by the negligence of a vehicle user may result in disciplinary action.

5. Driving Under the Influence of drugs or alcohol

- 5.1 Any vehicle user under the influence of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where this has the potential to effect fitness to drive, will result in disciplinary action being taken. Under the Contract of Employment, such occurrences will be deemed gross misconduct and will normally result in suspension pending a disciplinary hearing. Should evidence be established that the vehicle user was in charge of a company vehicle while under the influence of alcohol or drugs, this will normally result in dismissal.
- 5.2 Every six months those authorised to drive the company vehicles will be asked to sign a declaration that they will not drive any company vehicle whilst under the influence of any drug, alcohol or prescribed medication that may inhibit or affect their ability to drive.

6. Monitoring the use of Company Vehicles

- 6.1 Monitoring the use of company vehicles lies with the Chief Executive or Deputy Chief Executive. The Estate Caretaker staff should discuss any issue that arises from the use of the vans with the Chief Executive or Deputy Chief Executive.
- 6.2 The Finance Manager, along with the Deputy Chief Executive, will monitor on a quarterly basis, the fuel consumption of the vehicles, the mileage undertaken and the general cleanliness of the vehicle. Where fuel costs exceed the average costs, this will be investigated and individual employees may have these costs deducted from salary.

7 Health and Safety

- 7.1 This Policy will be reviewed every three years or as necessary should changes to Employment Law or driving regulations arise.
- 7.2 Extracts from the EVH Health and Safety Notes will be provided at regular intervals to staff to ensure that they are kept aware and informed of Occupational Driving requirements.