

# QRS DRIVING AT WORK POLICY STATEMENT

## Our statement of general policy is:

- ⇒ To have a duty of care for health and safety of staff engaged in driving for work
- ⇒ To have a duty of care for other road users and members of the public who could be put at risk by work related driving activities.

## Objectives:

- ⇒ To ensure the safety of staff whilst driving on QRS business
- ⇒ That the safety of other road users and members of the public are not compromised by those driving on QRS business
- ⇒ That staff are appropriately qualified to drive the class of vehicle being used when driving on QRS business
- ⇒ The suitability and road worthiness of the vehicle being used
- ⇒ That drivers are fit and capable to drive
- ⇒ That statutory requirements applicable to the use of the vehicle are met.

## Responsibilities:

Final responsibility for this policy is that of:

- ⇒ **Sarah Hobley (HR Director)**

Day to day responsibility for ensuring this policy is put into practice is delegated to:

- ⇒ **The Directors**

## All staff/employees of QRS are to:

- ⇒ Comply with this Driving at work policy
- ⇒ Ensure that private vehicles that they use for QRS business are roadworthy
- ⇒ Ensure that their private vehicle is appropriately insured for business purposes
- ⇒ Comply with national legislation and guidance governing the use of mobile phones and other communication devices whilst driving
- ⇒ Comply with the national driving drug and alcohol legislation
- ⇒ Comply with all applicable road traffic regulations under the Road Traffic Act
- ⇒ Hold a suitable driving licence for the vehicle they are driving
- ⇒ Report any vehicle accidents or incidents that occur whilst driving for QRS

## **Driving at work**

Staff would be classified as driving at work if they are driving on QRS business. This would include all journeys to places of work, conferences, hall tests etc. It would not however, include travelling to or from a persons' normal place of work.

*These policies supplement your terms of employment but are not of contractual effect. Their purpose is to explain the Company's current policies and procedures but they may be subject to change without notice if changes are considered appropriate by the Company or if there are changes in relevant legislation.*