

	<u>POLICY ON DRIVING WHILST ON COMPANY- RELATED BUSINESS</u>	Ref:	014
		Issue Date:	November 2017
		Issue:	9

This policy applies to employees who drive on Company-related business using their own private vehicle. In relation to Company vehicles, employees should refer to the provisions of the car policy.

Driving licence

You are required to be in possession of a full and valid UK driving licence at all times when driving on Company-related business. You are required to provide a copy of your driving licence upon request by your line manager on commencing employment and on an annual basis thereafter. You should also provide a copy in the event of a change to the details on the licence.

Insurance requirements

When using your own vehicle whilst on Company-related business, you must ensure that your policy of insurance specifically covers using the vehicle for business travel. You must produce a copy of your insurance certificate to your line manager confirming business travel cover, such document to be produced on request by your line manager and also on each annual renewal of that insurance policy and/or in the event of a change of insurance provider.

Mileage allowance

If you use your own vehicle whilst driving on Company-related business, an allowance of 0.45p per mile is granted for approved journeys, which is within HM Revenue & Customs limits. The allowance cannot be claimed for journeys between home and office.

Entirely at its discretion, the Company reserves the right to change the amount of the allowance from time to time.

Roadworthiness and tax

When using your own vehicle for business reasons, you must ensure that your vehicle is maintained in good repair and in an efficient roadworthy condition, that it is serviced at the recommended intervals (in line with the vehicle log book and mileage record), that regular checks are made of tyre tread and pressure, lights, brakes, fuel, oil, water coolant, screen wash and battery, that it conforms with current road traffic legislation and that the provisions and conditions of the car insurance policy are observed and that such policy is not rendered void or voidable. The vehicle must not be used for business travel if you know or suspect it may have a defect or in any other way not be roadworthy.

You must also take reasonable steps to ensure that your vehicle is in a clean and presentable condition (both externally and internally) when used for business travel on the basis that it represents the Company to its clients, customers, suppliers and others.

In addition, you must ensure your vehicle has a valid MOT certificate (where required) and valid road tax cover when using it for business travel. You are required to submit a copy of your MOT certificate on request by your line manager.

You must inform your line manager immediately if you change your vehicle.

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Fines and penalties

You are responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving on Company-related business, including but not limited to parking, congestion and speeding fines.

Accidents and loss of licence

You must report to your line manager any road traffic accident in which you are involved whilst driving your own vehicle on business travel, regardless of fault, as soon as possible after the accident.

You must also immediately report to your line manager any order of any court to disqualify you from holding a driving licence (or fixed penalty notice which results in disqualification under the 'totting up' provisions), whether or not that consequence occurred whilst driving your vehicle on Company-related business, together with any other event which results in you being ineligible to drive.

Carrying of passengers

You are prohibited from carrying personal passengers in your vehicle when using it for business travel. However, you are permitted to carry business-related passengers in the vehicle (such as fellow employees or clients/customers) when using it on Company-related business as the circumstances of the case dictate.

Mobile phones and driving

All employees are reminded that it is against Company policy, as well as being illegal, to use a mobile phone to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the internet or e-mail whilst driving in the course of their employment with the Company and any breach of this instruction will result in disciplinary action.

If you do wish to use a mobile phone whilst driving in these circumstances, you must pull over and stop the car in a safe place and completely turn off the car's engine before using the mobile phone.

Whilst driving in the course of your employment with the Company, you should make use of any voicemail or call divert facility available on your mobile phone.

Safe standards of driving

When driving on Company-related business, you must drive within the law and abide by all requirements of road traffic law and the Highway Code, including ensuring that:

- Traffic signs and statutory speed limits are observed.
- The vehicle is sensibly parked and not in breach of any road traffic regulations.

You are responsible for your own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use. When carrying passengers, ensure you comply with the vehicle manufacturer's design specification. There should be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.

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You are prohibited from driving on Company-related business whilst under the influence of any intoxicating substances such as alcohol or drugs. If you are taking any prescription drugs or other medication which may cause drowsiness, you should inform your line manager prior to driving as this may affect your ability to drive.

While driving on Company-related business, it is important that you take regular breaks because driving when tired can result in accidents. In any event, you should not drive for more than *(number)* hours per day and both business travel and work time should not exceed *(number)* hours per day.

Breach of this policy

The Company reserves the right to take disciplinary action (up to and including summary dismissal) against any employee who breaches any provision of this policy.

Data protection

The Company will process the personal data collected in connection with the operation of this policy in accordance with its data protection policy and any internal privacy notices in force at the relevant time. Inappropriate access or disclosure of personal data will constitute a data breach and should be reported immediately to the Company's Data Protection Officer, Paul Bradshaw, in accordance with the Company's data protection policy. Reported data breaches will be investigated and may lead to sanctions under the Company's disciplinary procedure.

Reviewed:- 14th October 2025

S.L Pickles
Director
Serendipity Healthcare Ltd