

Driving at Work Policy

Our approach

If you drive for work - whether in a company vehicle, your own car, or a hire vehicle - your safety and the safety of everyone on the road matters to us. This policy sets out what we expect and what support is available.

Who this applies to

This policy applies to anyone who drives as part of their job, including commuting between sites during the working day. It does not cover your normal commute to and from work.

Your responsibilities

- Hold a valid driving licence for the type of vehicle you are driving
- Tell us immediately if your licence is suspended, revoked, or endorsed with penalty points
- Make sure any vehicle you use for work is roadworthy, taxed, insured for business use, and has a valid MOT
- Never drive under the influence of alcohol, drugs, or medication that affects your ability to drive safely
- Never use a handheld mobile phone while driving - pull over safely if you need to take a call
- Wear a seatbelt at all times
- Report any accident, incident or near-miss involving a work journey

Tiredness

Fatigue is a serious risk. If you feel too tired to drive safely, stop. Pull over in a safe place, take a break, and let your manager know. You will never be penalised for making the safe decision.

Licence checks

We may carry out periodic checks to confirm you hold a valid licence. We will let you know how and when these happen.

Questions

If you are unsure about anything in this policy - for example, whether your insurance covers business use - speak to your manager or contact peopleteam@milbank.co.uk

milbankgroup.co.uk

Version	Date	Author	Changes
V1	Aug 2024	Milbank Group	Creation
V2	30/04/2026	Milbank Group	Review