

Driving on Company Business Guidance

Purpose

To enable Compass Group UK and Ireland to identify and manage the risks associated with its operations in the workplace associated with driving vehicles on company business.

Introduction

Health and safety legislation requires every employer to carry out a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed at work and the risks to other people who may be affected by their work activities. The purpose of the risk assessment is to decide the measures needed to remove hazards and/or minimise risks and to establish a safe system of work whilst driving company on company business.

Guidance

According to statistics, one in every three new cars delivered to companies will be involved in an accident during the period of one year, resulting in injury, death or damage consequently the Company as introduced a risk assessment that all drivers of company vehicles are to complete in order to minimise the risk of such events.

Whilst driving on company business all drivers are to:

- Adhere to the current road traffic legislation and drive in accordance with the prevailing weather and road conditions.
- Be conscious of driver fatigue and to take regular breaks at least every two hours.
- The use of mobile phones is to be restricted to hands free units and use is to be limited to essential calls only.
- Ensure that their seat position is such that they are protected from postural problems and it allows for a comfortable and unobstructed driving position.
- Be aware of the procedures to be taken in the event of a breakdown or accident.
- Maintain the vehicle in a secure condition and to store valuable items in the luggage compartment out of sight.
- Ensure that the vehicle is maintained in accordance with the maintenance schedule provided by the manufacturer and to conduct routine checks on oil levels and tyre pressures and condition.
- Be conscious of the loads to be carried so as to avoid unnecessary manual handling actions.

Procedure

- All employees that drive on Company business must complete the Driving Whilst on Company Business Risk Assessment annually and at change of vehicle and adhere to the requirements of the safe systems of work.
- The assessment should be kept in the employee's personnel file.
- Line Managers are to ensure that all colleagues complete the risk assessment and it is retained on their personnel file.
- All drivers on Company business must follow the road traffic rules and regulations and drive in accordance with prevailing road and weather conditions.

Document Name	Driving on Company Business Policy	Document No	HS\G\009\01
Document Owner	Health & Safety	Date of Issue	Feb 2019
Classification	Internal Use	Page No	1 of 2

- All drivers are to adhere to the instructions given in the Compass Group Car Policy.
- Line Managers to ensure that the completion of the driving whilst on company business is entered onto the Health and Safety activity calendar.

Go to the [Mandatory Risk Assessments](#) where you can download the following:

Driving Whilst on Company Business Risk Assessment (MAN 04)

Driving Whilst on Company Business Risk Assessment – Completed Example