

## Driving For Work Checklist

The following list is a guide to managing some of the risks of driving for work. The HSE Driving at Work booklet offers further suggestions that may be relevant to your business.

Is there a named senior manager responsible for driving for work in your company?	YES	NO
Do you have a written policy that is regularly updated? All employees who drive for work should have read the policy and know where to obtain a copy. A good idea is to issue a shortened version of the policy in handbook form to each driver.	YES	NO
Do you encourage employees to report all at work driving incidents?	YES	NO
Do you collect sufficient information on driving incidents to allow you to identify the cause and evaluate the effectiveness of the policy?	YES	NO
Are all your vehicles maintained to the manufacturers recommended standard?	YES	NO
Are defects quickly identified and corrected?	YES	NO
Do drivers know how to conduct basic safety checks on their vehicles for tyre pressure/depth, light, wiper blades etc) and do they regularly carry these out?	YES	NO
Do you check the validity of an employee's driving licence and insurance cover before they are allowed to drive on business and at least annually thereafter?	YES	NO
Do you regularly risk assess your drivers and the driving activity at least annually and offer appropriate training and support?	YES	NO
Are you satisfied your drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk?	YES	NO
Have you told employees that they should not drive whilst taking any prescribed medicine that could impair their judgement and to seek the view of their GP if they are in doubt?	YES	NO
Have you taken steps to stop employees from driving if they feel sleepy even if this might upset delivery schedules?	YES	NO

