

The ReConnect Programme

Driving for Work Policy

1. Purpose

This policy sets out the standards and procedures for staff and contractors who drive for work on behalf of The ReConnect Programme. Its purpose is to ensure:

- The safety of staff, young people, and the public.
- Compliance with legal obligations and national guidance.
- Consistent, professional standards when driving vehicles for work purposes.

Driving for work includes journeys undertaken during working hours for business purposes (e.g. transporting young people, travelling between sites, collecting resources). It excludes commuting between home and normal place of work unless transporting young people or work equipment.

2. Scope

This policy applies to:

- All employees, volunteers, and contractors of The ReConnect Programme who drive a vehicle (Organisation-owned, hired, or personal) for work purposes.
 - All journeys undertaken for business use, including transporting young people, staff, equipment, or visiting work sites.
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3. Legal and Organisational Responsibilities

- The ReConnect Programme has a duty to ensure, so far as reasonably practicable, the health and safety of employees and others affected by work activities, including driving.
 - Employees and contractors have a legal duty to drive safely, comply with the Highway Code, and follow this policy.
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4. Driver Responsibilities

All drivers must:

- Hold a valid UK driving licence for the category of vehicle being driven.
 - Notify The ReConnect Programme immediately of any endorsements, disqualifications, or medical conditions that may affect driving.
 - Ensure they are fit to drive, not impaired by tiredness, alcohol, drugs (including prescription/over-the-counter medicines that may affect driving), or ill health.
 - Follow the Highway Code and all road traffic laws at all times.
 - Complete any required training (e.g. safeguarding, safe transportation of young people).
 - Always use seat belts and ensure passengers (including young people) are securely restrained in age-appropriate seating.
 - Plan journeys to avoid excessive hours, minimise risks, and allow for adequate rest breaks.
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5. Vehicle Standards

- All vehicles used for work purposes must be roadworthy, taxed, MOT'd, and insured for business use.
- Organisation-owned or hired vehicles must be subject to regular safety checks and servicing.

- Drivers using personal vehicles for work must provide proof of MOT, insurance (with business use cover), and valid road tax annually.
 - Any defects or damage must be reported immediately and the vehicle taken out of use if unsafe.
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6. Transporting Young People

- Only staff authorised by senior management may transport young people.
 - Staff must hold a clean driving record (or risk-assessed approval if otherwise).
 - A risk assessment must be completed before transporting young people, considering safeguarding, behaviour, seatbelt/booster seat requirements, and supervision ratios.
 - Where possible, a second adult should accompany the driver when transporting young people. If not, safeguarding measures must be followed including, recording journey, parental consent, agreed pick-up/ drop-off procedures.
 - Journeys must be logged in accordance with safeguarding and attendance procedures.
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7. Mobile Phones and Distractions

- The use of handheld mobile phones while driving is strictly prohibited.
 - Hands-free use should be avoided wherever possible. Calls must not distract the driver or compromise safety.
 - Drivers must not eat, drink, smoke, or vape while driving.
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8. Fatigue and Driving Hours

- Drivers must not drive for more than two hours without a break.

- Daily driving should be planned to avoid fatigue and excessive working hours.
 - Staff must notify their line manager if they are too tired or unwell to drive safely.
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9. Accidents and Incidents

- All accidents, incidents, or near misses while driving for work must be reported immediately to line management.
 - Drivers must follow legal obligations, including providing details at the scene, contacting emergency services if required, and completing insurance documentation.
 - The ReConnect Programme will review all incidents and may require drivers to undertake further training.
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10. Insurance

- The ReConnect Programme will ensure that its vehicles are insured for business use.
 - Staff using their own vehicles must provide evidence of business use insurance before undertaking work journeys.
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11. Monitoring and Compliance

- Licence checks will be carried out annually (or more frequently if required).
 - Vehicle documentation (MOT, insurance, tax) must be submitted to the Organisation on request.
 - Any breach of this policy may result in disciplinary action or termination of contracts.
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12. Review

This policy will be reviewed annually, or sooner if there are changes to statutory guidance, local safeguarding procedures, or operational practice.

Contact Information: For all attendance-related queries or reporting absences:

• Phone: 07599 035520 • Email: admin@reconnect1-1.com