

## Permit to Drive: Employee Factsheet

### Are you authorised?

Your employer has a duty to ensure that only those who are competent and properly insured are permitted to drive on company business. You may be required to obtain a permit before being allowed to drive company vehicles or your own vehicle on company business. Make sure that you know your own employer's rules.

### What is a permit to drive?

Before authorising you to drive on company business your employer will need to check:

- That you have a valid driving licence for the types of vehicles and any trailers (or in case of site vehicles, that you have sufficient training)
- That the vehicle you are driving is properly maintained and insured
- If they are supplying that vehicle, that you are familiar with the controls and competent to drive it
- That you have read and understood any company information or rules provided by for drivers such as a driver's handbook or driving risk assessments.

They may also require you to:

- Undergo an eyesight test or other medical assessment
- Comply with a drug and alcohol policy, including regular and random testing where applicable.

In case of those driving on the public highway, the employer may also require you to:

- Sign up to a safe driving pledge
- Undertake an online driver training and assessment programme
- Attend other additional training, e.g. on road advanced driver
- Authorise for your driving license to be checked independently on the DVLA database.

Once you are authorised your employer may issue you with a permit to drive which specifies which vehicles you are allowed to drive on a company business and any restrictions.

### Tell your employer immediately if:

- You are convicted of any motoring offences
- You are involved in an accident as a driver
- You are suffering from medical condition or taking medication which means that you may not be safe to drive.

### Did you know?

- If you drive a vehicle on the public road without insurance or without a valid licence you could face a fine of £5,000 or £1,000 respectively, plus a driving ban.
- The checks your employer carries out to ensure that you are fit, competent and insured to drive are for your own protection as well as for theirs and other road users.

### Always make sure that:

- If you use your own vehicle for work purposes that it is insured for the right class of business use.
- You have a valid driving licence for the vehicle you are driving on the road including any trailer.
- Before driving any mobile plant that you have received relevant training.
- Before driving abroad that you comply with any additional requirements including age restrictions and emergency equipment you may need to carry.
- You know how to respond in the event of a breakdown or emergency on the road.
- Know how to carry out a user inspection and any routine maintenance of your vehicle.
- You have regular eye and eyesight examinations (at least 2 yearly)
- You remove keys from the vehicle when you are not driving.

Never allow anyone else to drive a company vehicle unless they have been authorised by management to do so.

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