



**ASTONLARK**

# EMPLOYING NEW DRIVERS

For those businesses which need to recruit new employees who will be required to drive on company business, we have created a quick checklist to help ensure all boxes have been ticked from a compliance perspective.

## DRIVING LICENCE CHECK

- Have you carried out a licence check directly with the DVLA? A visual inspection of a paper or card licence is NOT sufficient. You can carry out a licence check directly with the DVLA free of charge at <https://www.gov.uk/view-driving-licence>
- Are there motoring convictions or offences that need to be declared to your insurers?

## EMPLOYMENT CHECKS

- Find out what driving experience the individual has had and, if possible, get references from previous employers.
- For drivers of vehicles over 3.5t, check their digital tachograph driver's card. Do they have a history of driver infringements?

## DRIVING ASSESSMENTS

- Just because the individual has a driving licence, doesn't mean they are any good at driving! Do you want to take the risk of employing someone that could potentially damage your insurance claims experience? If you have the resources, carry out a practical driving assessment and ensure this is recorded. Alternatively, these assessments can be outsourced to specialists.

## DRIVER DOCUMENTATION

- Have you provided your new drivers with copies of your Driver's Policy or Handbook so they are fully aware of what is expected of them?
- Are your drivers aware of your vehicle accident reporting procedures?
- Are your drivers aware of what to do in the event of a motoring offence?
- Are your drivers aware of your mobile phone policy, etc?

## DRIVER HEALTH

- Ensure that each driver completes a medical/health declaration and, if possible, has an eyesight test. An online eye test simulator is available at <https://www.eyelab.co.uk/seedrive/index-seedrive.htm>

## GREY FLEET MANAGEMENT

- Don't forget about those employees who use their own vehicles to drive on company business:
- Check their insurance certificates to ensure they have the suitable 'Business Use' insurance in place.
  - Where vehicles are more than three years old, MOT checks should be carried out.

## DRIVER TRAINING

Employers need to consider their duty of care to employees and other road users and ensure drivers are competent and safe. The level of training required will obviously vary depending on a number of factors such as the type of vehicle being driven, the amount of miles driven and the types of journeys undertaken. Training may take the form of practical driver training in the vehicle itself or online training. Aston Lark is offering its SME clients FREE access to a Driver Training e-learning module until 6th November 2020 (after which the cost per user will be £5 + vat). [CLICK HERE](#) to find out more.

## FURTHER SUPPORT

If you need support with your occupational road risk programme, Aston Lark is offering clients FREE access until 1st October 2020 to our online compliance tool (Aston Lark Safety Solutions) which contains a section on 'Driving Risk'. This includes audit tools, template policies and procedures, and further guidance. [CLICK HERE](#) to find out more.

Driving for Better Business, the Government-backed Highways England programme to help employers reduce work-related road risk, has collaborated with its strategic partner FleetCheck to create an essential 'Transport Toolkit' of free online resources to help fleet operators and business owners navigate the unique challenges presented during the Coronavirus pandemic: <https://www.fleetcheck.co.uk/covid-19-transport-toolkit/>



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