

Lead Employer Trust

Own Vehicle Policy

POLICY INFORMATION SHEET

Reference Number	HR/LET-030
Title	Own Vehicle Policy
Version number	7.0
Document Type	Procedure
Original policy date	Friday 2 nd March 2012
Date approved	15 th May 2012
Effective date	As above
Approving body	LET Management Group
Originating Directorate	LET HR Department
Scope	LET wide
Last review date	December 2023
Next review date	December 2026
Reviewing body	LET Management Group
Document Owner	Head of Human Resources for the LET
Equality impact assessed	Yes
Date superseded	
Status	Approved
Confidentiality	Unrestricted
Business Criticality	
Keywords	Own Vehicle

Summary of Changes

Date of Change	Changes made	Location of changes	Changes approved	Version Control
November 2014	Document review	No changes	November 2014	1
February 2015	Updated to include GP	No Changes	May 2015	Version 2
January 2017	Document Review	All pages	January 2017	Version 3
March 2018				Version 4
January 2020	Remove reference to 'LET General Manager'	Page 6		Version 5
February 2021	Annual Review			Version 6
May 2023	Equality Impact Assessment	Page 8	30 th May 2023	Version 6
December 2023	Annual Review			Version 7

Contents

1. INTRODUCTION.....	5
2. PURPOSE OF POLICY.....	5
3. POLICY STATEMENT.....	5
4. MINIMUM CONDITIONS OF USE.....	6
5. EQUALITY AND DIVERSITY STATEMENT.....	6
6. REVIEW AND MONITORING.....	6
7. REFERENCES/LEGISLATION.....	6
8. DUTY OF CARE FORM.....	7
APPENDIX B: EQUALITY IMPACT ASSESSMENT.....	8

1 INTRODUCTION

The Lead Employer Trust (LET) is committed to reducing the risks our employees face and create when driving or riding to work as part of our overall health and safety. Health and Safety Executive Guidelines (HSE) for 'Driving at Work' states "Health and Safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed".

This policy states the duty of care which the LET has under health and safety law to staff who drive their own vehicles for work, as an employer the LET is required to have procedures in place to ensure that all vehicles (irrespective of who owns them) that are used for work purposes confirm to road traffic law, are safe and properly maintained, and are fit for purpose.

2 PURPOSE OF THE POLICY

- 2.1 To ensure employees are aware of the LET's position on safety when considering the conditions of their own vehicle use.
- 2.2 To ensure the LET conducts document checks to ensure employees are complying with the HSE National standards.

3 POLICY STATEMENT

- 3.1 This Policy applies to **all employees** of the LET who own a vehicle and will be using it for business purposes e.g. driving to different rotational locations whilst carrying out on-call duties or clinics in other locations. See appendix A for Duty of Care

In order to maintain a professional and service image, each employee has a personal responsibility to maintain their own vehicles to meet the minimum safety specifications.

Employees must also ensure their vehicles are taxed, hold a valid MOT and their motor insurance includes business cover for the amount and type of business mileage they undertake.

- 3.2 The importance of maintaining your own vehicle for safety is demonstrated under road traffic law. They are of equal relevance in accident prevention at work. All employees should have knowledge of safe driving and vehicle conditions.
- 3.3 When an employee appears to not have followed the safety advice as set out by HSE guidelines and the UK driving laws this will be seen as failure to observe this policy and will be investigated as being a breach of the LET's Conduct and Capability Rules and maybe dealt with in accordance with the LET's Conduct and Capability Policy.

4 MINIMUM CONDITIONS OF USE

Minimum conditions of use have been set as the below;

- Ensure vehicle is properly taxed, has a valid MOT, valid insurance for business use and is serviced according to the manufacturer's recommendations
- Show on request documentary proof of the above (as per the LET's Own Vehicle Procedure)
- Only carry the number of passengers for whom there are seat belts

5 EQUALITY AND DIVERSITY STATEMENT

The LET is committed to providing equality of opportunity, not only in its employment practices but also in all the services for which it is responsible. As such, an Equality Impact Assessment has been carried out on this policy to identify any potential discriminatory impact. The LET also values and respects the diversity of its employees and the wider community it serves. In applying this policy, representatives of the LET will have due regard for the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups

For further information, please refer to the LET's Equality Diversity and Human Rights Policy

6 REVIEW AND MONITORING

The Head of Human Resources is responsible for monitoring the application of this policy and to ensure that the policy is reviewed no later than three years from the date of issue. The policy may be amended at any time by joint agreement.

7 REFERENCES/LEGISLATION

Health & Safety at Work Act 1974
Health & Safety Executive

DUTY OF CARE and NOMINATED BASE DECLARATION
PLEASE COMPLETE ALL SECTIONS IN CAPITALS.

APPENDIX A

Full Legal Name :

Preferred Name

Full Home Address

.....

.....

Postcode

Date of Birth

National insurance number

Assignment number

Preferred Email address

Preferred telephone number

Nominated Base Placement:

	Attached (please tick)
Copy of driving license - copy of photo card will be sufficient.	
Copy of Insurance Certificate - only the certificate page that shows level of insurance cover and dates of insurance period is required.	
Copy of MOT certificate – if applicable	

Signature

Date

The preliminary impact assessment is a quick and easy screening process.

It should:

- Identify those policies, procedures, services, functions and strategies which require a full EIA by looking at:
 - negative, positive or no impact on any of the equality groups
 - opportunity to promote equality for the equality groups
 - data / feedback
- prioritise if and when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Division/Department

LET HR Department

Title of policy, procedure, function or service

Own Vehicle Policy

Type of policy, procedure, function or service

- Existing
- New/proposed
- Changed



Q1 - What is the aim of your policy, procedure, project or service?

Q2 - Who is the policy, procedure, project or service going to benefit?

All LET Employees

Q3 - Thinking about each group below, does, or could the policy, procedure, project or service have a negative impact on members of the equality groups below?

Group	Yes	No	Unclear
-------	-----	----	---------

Age		N	
Disability		N	
Race		N	
Gender		N	
Transgender		N	
Sexual Orientation		N	
Religion or belief		N	
Marriage & Civil Partnership		N	
Pregnancy & Maternity		N	
Relationships between groups		N	
Other socially excluded groups		N	

If the answer is “Yes” or “Unclear” you **MUST** complete a full EIA

Q4 – Does, or could, the policy, procedure, project or service help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	Y		
Disability	Y		
Race	Y		
Gender	Y		
Transgender	Y		
Sexual Orientation	Y		
Religion or belief	Y		
Marriage & Civil Partnership	Y		
Pregnancy & Maternity	Y		
Relationships between groups	Y		
Other socially excluded groups	Y		

Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project or service may impact upon these groups?

Group	Yes No Impact	Yes Impact	No	Unclear
Age			N	
Disability			N	
Race			N	
Gender			N	
Transgender			N	
Sexual Orientation			N	
Religion or belief			N	
Marriage & Civil Partnership			N	
Pregnancy & Maternity			N	
Relationships between groups			N	

Other socially excluded groups			N	
--------------------------------	--	--	---	--

Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be carried out on this policy, procedure, project or service?

Yes		No	X
-----	--	----	---

If you have answered “Yes” now follow the EIA toolkit and complete a full EIA form

Q7 – How have you come to this decision?

No indication that equality groups have been adversely affected by this procedure.

Q8 – What is your priority for doing the full EIA

High	Medium	Low
		X

Q9 – Who was involved in the EIA?

LET HR Department

This EIA has been approved by:

Head of Human Resources for the LET

Date: 27.12.2023 **Contact number:**

0191 275 4769

Please ensure that this assessment is attached to the policy document to which it relates.

