



ALTERNATIVE PROVISION

Driving for Work

Approval Date: [January 2026](#)

Revision Due Date: [January 2027](#)

Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

Table of Contents

Aims.....	3
Management of Private Vehicles	3
Responsibilities	3
Raise Values	5
Appendix I	6

Aims

The safety of our young people and everyone who works at [RAISE AP](#) is our top priority. When you are driving your own personal vehicle for work purposes, it is your responsibility to keep yourself, other road users and pedestrians safe by obeying the local speed limits and paying proper care and attention to your environment.

This guidance applies to the [RAISE AP](#) “grey fleet” which refers to any distance driven in a privately owned vehicle for business purposes (driving at work), a “grey area” where there is the potential for a ‘hidden’ distance to be travelled annually.

Management of Private Vehicles

The robust management of private vehicles, “grey fleet” for business travel, plays an important part in supporting three key areas, these are health and safety, environmental sustainability and financial efficiency.

Mileage claims (payments) for private vehicles will only be processed where the employee holds a suitable insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger, and damage to the property of third parties, and permits the use of the car either in connection with the mileage allowance claimants’ business, or the business of [RAISE AP](#).

Responsibilities

- Familiarise yourself with and adhere to the requirements of this guidance document; also including the responsibilities as described in the driving a [RAISE AP](#) vehicle work guidance.
- When you are driving for work using your own vehicle, then you must ensure that it complies with the law and it is in safe and roadworthy condition.
- Your vehicle is serviced, maintained to the manufacturer’s recommendations and road safety legislation.
- Your vehicle has a current MOT certificate (if required).
- Your vehicle is insured for full business use.
- You must provide evidence of the above information when requested by [RAISE AP](#) and have signed the car user declaration recognising and understanding your obligations (Appendix I).
- You’re required to demonstrate an understanding of driving safely and that you are aware of the rules and regulations while driving.

- Before using your private vehicle on official business for the first time, you must declare in writing that you know and understand the ownership, correctly licensed and insurance requirements of [RAISE AP](#) and whether you meet those requirements, using the disclaimer attached.

It is noted that a significant number of collisions occur when a driver becomes drowsy. There are many things which may cause drowsiness:

- Lack of sleep before a journey
- Long, monotonous journey
- Consuming alcohol before a journey / aftereffect of the 'night before'
- Journey home after night shifts or after long hours at work
- After taking medication
- At certain times of the day i.e. very early mornings

As a minimum, when you are using a privately owned vehicle for business purposes (work related driving), your vehicle should meet the following standards:

- Minimum safety feature of seatbelts and head rest fitted to seats.

Further desirable standards for an employee vehicle used for business purposes include:

- Vehicle fitted with driver's airbag
- Vehicle fitted with ABS (Anti-Lock Braking System)
- Vehicles fitted with a stability control system, such as ESP

It is understood that most modern vehicles will have the above and more safety features fitted as standard. However, motorcycles, trikes, mopeds, motor scooters and classic vehicles may not have the above safety features.

When your vehicle is being used for business purposes, you shall not carry any unauthorised passengers. When you are deemed to be "at work" i.e. not on a break, lunch period or free time, you should complete your journey from starting point to destination, without going out of your way for any non-work-related activities e.g. shopping, visiting family.

When transporting passengers on [RAISE AP](#) business, seat belts must be worn unless the person holds a medical exception certificate. When driving on [RAISE AP](#) business it is important to remember and apply the following health and safety best practice:

- Check the safe operation of a vehicle prior to its use.
- Do not drive at any time while your judgment and/or physical ability is impaired by illness, the consumption of alcohol, prescribed or over the counter non-prescribed medication, other hazardous or illegal drugs/substances, onset of a medical condition, injury or fatigue.
- Plan your journey to take sufficient breaks, a minimum break of a least 15 minutes every two hours of driving is recommended.
- Take suitable precautions before setting out during the winter months or periods of adverse weather conditions.

Anyone, who is driving a privately owned vehicles for work purposes, must understand they are “at work” and need to comply with [RAISE AP’s](#) policies, procedures and guidance.

You must obey speed limits and never drive faster than road or driving conditions safely allow. Allow time at the start of your journey for delays enroute: congestion, holds ups and bad weather.

You should not put yourself at undue personal risk, e.g. if the weather conditions deteriorate significantly and continuing with the journey would be deemed unsafe. It is acceptable to cancel a journey and wait until conditions improve.

Ensure your eyesight is appropriate for driving; have your eyes tested as appropriate and ensure any necessary corrective eyewear is worn and co-operate with periodic eyesight checks (ability to read a number plate at 20 metres) when requested by management.

Notify your line manager if you develop any health related or eyesight problems that may affect the safety of your driving.

Immediately refrain from driving and inform your line manager if you are disqualified from or deemed unfit to drive.

Never use smart phones, mobile phones; operate satellite navigation equipment or interact with any other equipment or devices while driving that will cause a distraction.

Raise Values

Our [RAISE-AP values](#) (Resilience, Attitude, Interest, Self-Confidence and Empathy) are key in everything we do, specifically with attitudes (positive attitudes towards learning and wider life) and empathy (valuing and caring about each individual) which are linked to our Driving for Work guidance.

Appendix I

Casual Car User Declaration

I understand the Driving a [RAISE AP](#) vehicle work guidance and the requirements appertaining to the use of a private vehicle at work. I acknowledge that it is my responsibility, whilst using a private vehicle for work purposes, to ensure that:

- I am correctly licensed to drive it and have the correct vehicle permissions.
- The vehicle is serviced and maintained in a roadworthy condition to the manufacturer recommendations and road safety legislation and is suitable for the task.
- I have signed the Driving licence check mandate, giving consent for my licence to be checked by the Head of Provision.
- I will produce, upon request my MOT certificate (where required) and vehicle maintenance paperwork.
- My use of the vehicle is covered by an appropriate insurance policy that includes the use for business purposes, and I will produce the insurance certificate when requested by my line manager.
- I will bring to my line manager's immediate attention any change in circumstances which may affect the use of a private vehicle for work purposes, including any conviction for a traffic offence, onset of a medical condition, illness, injury or impairment affecting my ability and fitness to drive.
- I am aware if I have been prescribed medication, I need to follow the advice given by my healthcare professional. It is my own responsibility to ensure they aren't causing me to be unfit to drive even if you've followed the medical advice.

Notes

Insurance policies for Social, Domestic and Pleasure use typically only permit travel to the normal place of work from home and back again. Individuals must ensure that their intended use of a privately owned vehicle is covered for business use, for the period their vehicle is to be used. If in doubt individuals should check with their insurance company to establish if their existing insurance policy provides cover for the intended use before using a private vehicle for business use.

In addition, claims for damages or injuries remain a personal responsibility.

Drivers are expected to ensure they have checked their vehicle for roadworthiness prior to use for [RAISE AP](#) business purposes.