



FLEET MANAGEMENT SERVICES

VEHICLE FLEET POLICY

for

**DRIVERS OF LEASE VEHICLES AND
PERSONAL VEHICLES (GREY FLEET)**

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Executive Summary

This policy identifies the procedures for managing the vehicle grey fleet (lease vehicles and personal vehicles driven on Council business) and clarifies how risk is identified and addressed. The policy will be updated periodically and overrides any previous versions or any information held in other documents, such as the driver policy.

Background

The Health and Safety at Work etc. Act 1974 imposes a duty of care on employers in respect of their employees. In simple terms the act requires employers to be responsible for the health and safety of their employees whilst at their place of work.

Up to a third of all road traffic accidents involve somebody who is driving on company business, and current statistics indicate that there has been no significant improvements in these figures. 33 percent of road traffic accidents are work related.

Drivers on the road working on company business are generally regarded as being most likely to be involved in a serious or fatal road traffic accident and if there is an accident, the police will ask if the driving was work related.

The overall cost to Industry is estimated to be between £2 billion and £2.6 billion per year which has resulted in many organisations putting in place a risk management strategy for employees driving on company business.

Figures produced by the Royal Society for the Prevention of Accidents (RoSPA) reveal that employees who drive more than 25,000 miles per year have a 1 in 8000 chance of a fatal road traffic accident. Driving on our roads is now the most dangerous occupation we can undertake.

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1. Legal Responsibilities

1.1 The Council has specific legal duties under the following:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Road Traffic Acts
- Road Vehicle (Construction & Use) Regulations 1986.

1.2 These contain the main legal duties. However, this list is not exhaustive.

2. Corporate Manslaughter

2.1 Under the Corporate Manslaughter and Corporate Homicide Act 2007 an organisation is guilty of an offence where the way in which the organisation's activities are managed or organised causes a person's death and amounts to a gross breach of the organisation's duty of care to that person. The way in which the activities are managed or organised by senior management must be proved to be a substantial element in the breach.

2.2 In determining a gross breach of duty a jury must consider whether the evidence shows that the organisation had failed to comply with any health and safety legislation that relates to the alleged breach, and if so:

- a) How serious was the failure to comply?
- b) How much of a risk of death did it pose?

2.3 A jury may also consider whether the evidence shows that there were attitudes, policies, systems or accepted practices within the organisation that were likely to have encouraged or tolerated the failure to comply.

2.4 An organisation that is guilty of corporate manslaughter is liable on conviction to a fine.

3. Managing the Risk

3.1 If you can't measure it, you can't manage it.

A risk management approach will reduce accidents. All tasks carry a certain risk, and by measuring the risk we can reduce the possibility of incidents occurring.

An employer's at-work road risk management strategy should include a policy statement and take into account management, vehicles, journeys and drivers. The Health & Safety Executive recommends that employers approach risk assessment through the following 5 steps as shown in the following table.

STEP 1	Identify the hazards. For example what could reasonably be expected to cause harm?	The main hazards relating to vehicles used for Council business will fall into 3 broad categories - a) Drivers: their working practices, experience, training, working hours and pressure to deliver b) Vehicles: are they safe and suitable for the job intended? c) Journeys/ routes: are they suitable?
STEP 2	Identify who might be harmed and how.	This will almost always be the driver, but will also include passengers, road users and pedestrians. There will also be particularly vulnerable groups, young and or newly qualified drivers, those driving long distances.
STEP 3	Evaluate the risks and assess whether existing precautions are adequate, or whether more are needed.	This process will take into account the different types of drivers, vehicles, journeys and working practices.
STEP 4	Record all significant findings	
STEP 5	Periodically review the risk assessment to ensure it remains valid.	We will carry out a full review annually.

3.2 This policy aims to comply with the five steps in assessing risk.

3.3 The Corporate Safety Team has produced generic risk assessments for grey fleet driving: lease car drivers and drivers of personal vehicles. The risk assessments take into account Department for Transport guidance on reducing road risk. Services may need to adapt the risk assessments to suit local arrangements. The risk assessments can be found in the 'Workplace Transport Safety' section of the Health & Safety Handbook on The Loop.

4. Driver Authorisation

4.1 No employee is allowed to drive on Council business without authorisation.

4.2 Fleet Management will issue a 'driver authorisation' to all grey fleet drivers in the following categories:

- Lease Car Drivers
- Essential Car Users
- Regular Casual Car Users (defined as more than 4 days of vehicle use for work per year)

Infrequent Casual Car Users (4 or less days of vehicle use for work per year) will be authorised to drive by their line manager and the line manager will complete a driver authorisation form and send it to Fleet Management.

Lease Car Drivers

- 4.3 Fleet Management will check the driving licences of drivers of lease cars. Insurance cover, vehicle tax and vehicle servicing will be part of the lease agreement. The lease company will contact the driver of the lease vehicle to arrange for an MOT to be carried out. If the driving licence check is satisfactory, Fleet Services will issue the driver with a driver authorisation. The lease company will also require the licences of any nominated drivers (e.g. family members) to be checked. This can be a physical check of the licence by Fleet Services. The nominated drivers will only require authorisation if they are driving on Council business.

Essential Car Users, Regular Casual Car Users and Infrequent Casual Car Users

- 4.4 In order to drive their own vehicle on Council business the driver will be expected to provide to their line manager or Fleet Services (as appropriate) the following driver and vehicle documents:
- Driving licence. Basic checks should be made that the licence is a full driving licence, the licence itself has not expired and the licence covers the category of vehicle that is being driven on Council business e.g. Category B for cars.

An individual is able to view their own driving licence information online and find out which vehicles they are permitted to drive, if they have any penalty points and when their licence expires. They will need their:

- driving licence number
- National Insurance number
- postcode on their driving licence

<https://www.gov.uk/view-driving-licence>

It is not legal for a third party to make checks on a driver's licence using the DVLA online system without the driver's permission.

- Insurance cover for business use. The employee's Certificate of Motor Insurance needs to be checked to ensure there is a clause stating that there is cover for business use. A vehicle can be checked online to see if it is on the Motor Insurance Database (MID) but only in the following two cases:
 - A person can check their own vehicle for free at <http://ownvehicle.askmid.com/>
 - A person who is the injured party can check whether someone else's vehicle is insured in the event of an accident for a nominal charge at <http://www.askmid.com/askmidenquiry.aspx>

It is not legal for someone with no interest in the vehicle to make checks on vehicle insurance with the MID.

- Servicing. Confirmation from the staff member that the vehicle has been serviced in accordance with manufacturer's guidelines.

- 4.5 For infrequent casual users, the line manager will authorise the driver to drive on Council business by completing a Driver Authorisation Form and sending it to Fleet Management. This authorisation will be valid for one year.

Additional checks for Essential Car Users and Regular Casual Car Users

- 4.6 The essential or regular casual user will complete a 'Driving Licence Check Mandate Form', which authorises Fleet Services to check the validity of their driving licence with the DVLA. Fleet Services can supply the mandate forms to each Service. The mandate is valid for 3 years.
- 4.7 The driver's line manager will complete and send a 'Driver Authorisation Form' to the Fleet Administrator along with the Driving Licence Check Mandate Form signed by the driver. A photocopy of the driver's licence is **not** required, as the mandate form will contain the employee's driving licence number.
- 4.8 The Fleet Administrator will check the validity of the driving licence with the DVLA. If the driving licence check is satisfactory, Fleet Management will issue the driver with a driver authorisation. If the licence is invalid, Fleet Management will advise the driver's line manager **immediately**. The driver's line manager will stop the driver driving on Council business. There will be an initial interim period where employees can drive until Fleet Management issue the first authorisations but after this, employees are not allowed to drive on Council business without authorisation.
- 4.9 In addition, for every business mileage claim the grey fleet driver confirms the following:

I certify that all the mileage claimed was exclusively on Council business. This claim does not include any journeys between my home and office in accordance with the scheme of allowances. I confirm that I have a current valid driving licence to drive this vehicle, the vehicle has current Road Tax, is serviced regularly, has a current M.O.T. certificate (if required) and I am insured for business use of the vehicle under my motor insurance policy. I confirm that I have entered VAT receipt(s) for fuel in Envoy Expense and I will forward all such receipts to Payroll with the system generated receipt number noted on them.



- 4.10 If an employee is authorised under this policy to drive a particular category of vehicle, they are automatically authorised to drive the same category of vehicle owned or managed by the Council. For example, if you are authorised to drive a category B personal car or lease car, you are authorised to drive a category B pool car.

5. Driving Licences

- 5.1 Regular and accurate checking of driving licences is an absolute pre-requisite of corporate governance.
- 5.2 The Fleet Administrator will check driving licences of Lease, Essential and Frequent Casual car users with the DVLA. The frequency of these checks will be risk based, depending on the current level of points that are on the driving licence:
- Zero to 3 points – checked once every 24 months
 - 4 to 6 points – checked annually
 - 7+ points – checked 6 monthly

6. Drivers at Risk

6.1 Risks associated with drivers fall into 4 main headings:

- competency; are we satisfied that our drivers are competent and capable of doing their work in a way that is safe for them and others?
- training; are we satisfied that our drivers are properly trained?
- fitness and health; are we satisfied that our drivers are fit and healthy to drive safely and not put themselves or others at risk?
- safe practices; are we satisfied that our drivers are aware of the risks of alcohol, drugs, mobile phone use?

6.2 In most cases, the driver is the person likely to be harmed. In addition, passengers, other road users and pedestrians may also be liable to harm.

6.3 In order to minimise these risks, the Council has introduced the following procedures and precautions.

7. Competency

7.1 Having passed their driving test to drive on UK roads, all grey fleet drivers should be competent to drive the class of vehicle that they are licensed to drive. However, over time, standards can lapse. If any employee has concerns over the competency of one of the grey fleet drivers, they can contact Fleet Services who will liaise with the driver and their manager to arrange for a driving assessment. Concerns might include erratic driving, failure to observe speed limits or other breaches of the Highway Code when travelling as a passenger in the vehicle. There may also be a concern when a driver reports an at-fault accident when driving for work.

7.2 In the event a driver fails the Council driver assessment then authority to drive on Council business will be removed until such time as that driver passes a Council driving assessment.

8. Training

8.1 Fleet Services will arrange Driving Awareness courses for grey fleet drivers on request. The cost of the training can be re-charged to each Service.

9. Fitness and health

9.1 Grey fleet drivers must comply with the minimum fitness to drive standards in the DVLA guide '**National medical guidelines of fitness to drive**'. An 'at a glance' version of the guidelines can be found at <http://www.dft.gov.uk/dvla/medical/ata glance.aspx>

The guide covers a whole range of medical standards of fitness to drive from diabetes to eyesight.

9.2 Grey fleet drivers must advise their insurance company and the DVLA if they have any medical condition that might affect their ability to drive safely, in accordance with the above guide.

- 9.3 Probably the most common health problem for drivers is failing eyesight and drivers may not be aware that their sight no longer meets the driving standards. Therefore, as a minimum health check, drivers' eyesight will be randomly checked in accordance with paragraphs 11.4 and 11.5 of this policy. It is the driver's responsibility to ensure that their eyesight meets the driving standards especially, as in nearly all cases, the grey fleet driver will have already driven to work during their own personal time i.e. they are driving when not at work.

10. Safe Practices

- 10.1 Guildford Borough Council operates a strict policy on alcohol and substance misuse at work and this is explained in detail within the Council's '*Alcohol and Substance Misuse Policy*', which is available in the HR section of the Council's intranet (The Loop). Grey fleet drivers must not drive under the influence of alcohol or drugs/other substances which affect their ability to drive safely – this includes prescription drugs.

On 2 March 2015, the drug driving law changed to make it easier for the police to catch and convict drug drivers. It is now an offence to drive with certain drugs above a specified level in the blood - just as it is with drink driving. The law covers eight legal prescription drugs and eight illegal drugs. The legal prescription drugs include clonazepam, diazepam, flunitrazepam, lorazepam, oxazepam, temazepam, methadone and morphine.

More information can be found at <https://www.gov.uk/drug-driving-law>

Further information on the effects of alcohol and drugs can also be found in the '*Vehicle Fleet Policy for the Drivers of Council Vehicles*'.

- 10.2 All drivers are responsible for ensuring that their vehicle is in a roadworthy condition before driving on UK roads. Therefore, it is a requirement of the policy that all grey fleet drivers undertake a visual check (not recorded) of their tyres before driving on Council business.
- 10.3 The use of mobile telephones, including hands free, whilst driving any vehicle on Council business is not permitted, except in cases where the phone can be accessed via a wireless connection such as bluetooth and operated through the vehicle controls and audio system. Although using a hands-free kit is legal, a driver can be prosecuted for using a hands-free device if they are not in proper control of their vehicle when using the device. To make or receive a call when not using an incorporated Bluetooth device, the vehicle must be stationary in a safe place, with the parking brake applied and the engine switched off.

It is recommended that drivers to put the phone to silent and check for messages at rest points. Calls can then be returned when the car is at a standstill and the ignition is off. In the event a driver takes or receives a call via their vehicle controls the driver must remain in control of the call at all times and can cancel it at any point.

Before ringing someone on a mobile when they may be driving the caller must:

- Consider whether the call is really necessary and whether the call could wait until later
- Can a text be sent asking for a call back
- Accept that the call may not be answered if the driver is busy

When the call is answered they must:

- confirm that the driver is ok to talk as soon as possible
- try to agree a sensible time to call (when the person arrives at their destination or when they may be at a rest point)
- keep the conversation as short as possible
- accept that the driver is in control of the call

- 10.4 Grey fleet drivers are not governed by specific legislation on periods of driving (e.g. those that apply to goods vehicles and passenger-carrying vehicles), but drivers are advised not to drive for excessive periods of time, as this will contribute to the increased risk of an accident. For general driving at work, ROSPA recommends a break of 15 minutes after 2 hours of driving to avoid fatigue.

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/work-safe-journey.pdf>

Managers must ensure that workloads for their staff allow for such breaks to be taken.

- 10.5 The general nature of grey fleet driving will be undertaking journeys in and around the borough of Guildford or to other local authorities in and around Surrey. This will not involve driving for long distances. However, there may be occasions where an employee will drive for longer distances e.g. to attend a meeting, event or training course in another region. The line manager must first consider the options of using remote communications (such as telephone, email or video-conferencing) or their employee using public transport to travel to these locations. If this is not possible, then the manager must ensure that the journey to and from the location is a reasonable distance and will not cause undue fatigue. Overnight accommodation will need to be considered if the employee is likely to suffer fatigue.
- 10.6 Grey fleet drivers will follow the requirements of the Highway Code whilst driving for work. <https://www.gov.uk/guidance/the-highway-code>

11. Monitoring

- 11.1 The Council has a duty of care to ensure that grey fleet vehicles are maintained and operated in a similar condition as regular fleet vehicles.
- 11.2 Fleet Services will randomly select 2% of grey fleet vehicles during each year and request the employee to present their car at Woking Road Depot where a roadworthiness check will be carried out (at the Council's expense) to ascertain the vehicle's roadworthiness. This will be similar to the 6 monthly check for taxi vehicles. It is a condition of the driver authorisation that an employee's vehicle may be subject to a random check. Authorisations will be numbered accordingly, so they can be randomly chosen.
- 11.3 If the vehicle fails the test, the driver will have their authorisation suspended until the defects on the vehicle have been rectified. The driver will not be able to drive their vehicle on Council business until their authorisation has been re-instated. Fleet Services will advise both the driver and the driver's line manager that the authorisation has been suspended. The driver is still entitled to commute to work and

drive on personal business but they must bear in mind that continuing to drive with the defects that have been identified may put them in breach of road traffic legislation and may invalidate their vehicle insurance. Once the defects have been rectified, the vehicle must either be resubmitted to Fleet Services in order for the vehicle to be retested or the driver must provide documentary evidence that the repairs have been undertaken e.g. garage invoice confirming the repairs.

- 11.4 It is not reasonably practicable for the Council to undertake grey fleet driver health checks on all the requirements of the minimum fitness to drive standards in the DVLA guide. Probably the most common health problem for drivers is failing eyesight and drivers may not be aware that their sight no longer meets the driving standards. As a minimum health check, driver's eyesight will be randomly checked in accordance with paragraph 11.5.
- 11.5 When the employee is called for a random vehicle check they will be asked to read a number plate from a distance of 20 metres – this will be conducted at the Woking Road Depot. Failure to read the number plate will result in the driver having their authorisation suspended. The driver will not be able to drive their vehicle on Council business until their authorisation has been re-instated.

Fleet Services will advise both the driver and the driver's line manager that the authorisation has been suspended. The driver is still entitled to commute to work and drive on personal business but they must bear in mind that continuing to drive with sub-standard eyesight will put them in breach of road traffic legislation and may invalidate their vehicle insurance. If a driver is stopped by the Police and fails a roadside eyesight check, the Police can notify the DVLA electronically and their licence will be revoked within hours. It is recommended that the driver makes an appointment with an optician at the earliest opportunity. When the driver has corrected their eyesight, they should contact Fleet Services to arrange for a number plate sight re-test. If they pass the sight test, their authorisation can be reinstated.

12. Accidents

- 12.1 If a driver is involved in an accident whilst driving for work and they are **injured**, the driver must complete an *Accident or Occupational Injury/Ill Health Report Form*. The form must be sent to the Corporate Safety Team. Report forms can be obtained from the Corporate Safety Team.
- 12.2 If a driver is involved in an accident whilst driving for work and they are **not injured**, the driver must complete a *Near Miss/Undesired Circumstance Report Form*. The form must be given to the line manager to investigate. The form is available in the *Accident and Occupational Ill Health, Near Miss/Undesired Circumstance and Dangerous Occurrence Reporting Procedure*. This can be found in Section E of the *Health & Safety Handbook on The Loop*.
- 12.2 If a lease car driver is involved in a vehicle accident they will need also to advise the Insurance Officer, Fleet Services and the Lease Company

13. List of Consultees

The following officers and groups were consulted in the drafting of this document.

Health and Safety Advisor
Corporate management Team
Health and Safety Team Leader
Principal Climate Change Officer
Executive Head of Organisational Development
Head of Human Resources
Parking Services Manager
Executive Head of Governance
Assistant Fleet and Waste Operations Manager
Head of Parks and Countryside
Senior Lawyer Litigation
Audit and Performance Manager
Operations Manager
Community Services Manager
Payroll and Insurance Manager
Staff Side
Staff Forum

APPENDIX 1 Driver Authorisation Form

Drivers Name:

Line Managers Name:

Service:

Document	Infrequent Casual Car Users	Essential Car Users, Regular Casual Car Users
Driving Licence number		
Vehicle Registration Number ¹		
Insurance cover business use		
MOT (where applicable)		
Vehicle tax		
Record of servicing		
Authorisation	<p>As the driver's line manager, having checked the above documents, I hereby authorise the named driver to drive on Council business.</p> <p>Signed:</p> <p>Date:</p> <p>Send this document to Fleet Management</p>	
Application for Authorisation		<p>As the driver's line manager, I have checked the above documents.</p> <p>I have attached a Driving Licence Check Mandate Form (completed by the driver), which authorises Fleet Management to check the validity of their driving licence with the DVLA.</p> <p>Signed:</p> <p>Date:</p> <p>Send this document to Fleet Management</p>
Authorisation		<p>As a member of the Fleet Management Team, I have checked the driver's driving licence with the DVLA and I hereby authorise² the driver to drive on Council business.</p> <p>Signed:</p> <p>Print Name:</p> <p>Date:</p>

¹ The driver must advise Fleet Management if the vehicle is changed

² If the licence check with the DVLA indicates that the licence is not valid, Fleet Management must advise the driver's line manager IMMEDIATELY and the driver must cease to drive on Council business.

APPENDIX 2 - Summary of Responsibilities

Driver	Driver's Line Manager	Fleet Management
All drivers - produce driver documents to line manager	Obtain <i>Driving Licence Check Mandate Form</i> and give to Essential Car Users and Regular Casual Car Users for completion	For all drivers – process <i>Driver Authorisation Form</i>
Essential Car Users and Regular Casual Car Users - complete <i>Driving Licence Check Mandate Form</i> and give to line manager	For all drivers - check driver documents	For Essential Car Users and Regular Casual Car Users, process the <i>Driving Licence Check Mandate Form</i> and check the validity of the licence with the DVLA
Advise Fleet management if vehicle is changed	For all drivers - complete <i>Driver Authorisation Form</i>	Inform the line manager if the licence is not valid immediately
Attend <i>Driving Awareness</i> training if required	For all drivers - send <i>Driver Authorisation Form</i> to Fleet Management	Re-check each licence with the DVLA according to the schedule in the policy
Comply with the minimum fitness to drive standards in the DVLA guide	For Essential Car Users and Regular Casual Car Users - send <i>Driving Licence Check Mandate Form</i> to Fleet Management	Over a year, randomly select driver authorisations for a vehicle roadworthiness check and driver eyesight check in accordance with the process in the policy
Advise insurance company and the DVLA if have any medical condition that might affect ability to drive safely	Stop the driver driving on Council business if advised by Fleet Management that their licence is not valid	Arrange for a driving assessment if a line manager contacts Fleet Management with concerns over the competency of their driver
Abide by the Council's ' <i>Alcohol and Substance Misuse Policy</i> '	If there are concerns over the competency of a driver, contact Fleet Management to arrange for a driving assessment.	Provide training courses for drivers on <i>Driving Awareness</i>
Do not use mobile telephones whilst driving in any vehicle on Council business, except via a Bluetooth device operated via the vehicles audio equipment		
Check tyre condition of vehicle before undertaking a journey on Council business		
Take a break of 15 minutes after 2 hours of driving to avoid fatigue		
Follow the requirements of the Highway Code whilst driving for work		
Complete an 'Accident or Occupational Injury/III Health		

Report Form' (injured or not) if involved in an accident whilst driving for work.		
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APPENDIX 3 Estimated Cost of Driving Licence Checking for the Grey Fleet

Car User Type	Number of Users¹	Cost per annum²
Lease ³	62	310
Essential	116	580
Casual ⁴	Approximately 25	125
Total	203	1015


¹ Figures from Insurance and Payroll for October 2012 from mileage claims.

² Based on Fleet Management checking a driving licence directly with the DVLA at a cost of £5 per licence (November 2014) and zero penalty points on every driving licence. This cost will increase if there are penalty points on the licence – see section 5.3.

³ This figure is for Guildford Borough Council employees who have lease cars. If these employees have nominated drivers (e.g. family members) then these drivers may need to be checked as well to satisfy the requirements of the lease agreement and this figure will be higher.

⁴ Payroll and Insurance state that every month approximately 25 staff claim mileage who are not lease car drivers or essential users. Regular claimants (more than 4 claims per year) will require a driver authorisation and will need the driver licence check through Fleet Management. This is an estimated figure for the whole year.

APPENDIX 4 Further Information

1. Driving at work: Managing work-related road safety Leaflet INDG382 HSE Books 2003 <http://www.hse.gov.uk/pubns/indg382.htm>
2. [The Highway Code](https://www.gov.uk/guidance/the-highway-code)  <https://www.gov.uk/guidance/the-highway-code>
3. Road safety section of the ROSPA website <http://www.rospa.com/roadsafety/>
4. Driving and transport section of the Government website <https://www.gov.uk/browse/driving>
5. Roadsafe Driving for Better Business Campaign <http://www.roadsafe.com/>
6. Occupational Road Safety Alliance <http://www.orsa.org.uk/>
7. Department for Transport THINK! Campaign <http://think.direct.gov.uk/>
8. How dangerous is driving with a mobile phone? Benchmarking the impairment to alcohol. Transport Research Laboratory 2002 <http://www.trl.co.uk/reports-publications/report/?reportid=2698>

APPENDIX 5 How to Check Your Motor Insurance Cover

As well as checking your paper Certificate of Motor Insurance, you can also check your motor insurance cover online. When driving your own car for work, you need to ensure that you have insurance cover for business use.

A vehicle can be checked online to see if it is on the Motor Insurance Database (MID) but only in the following two cases:

- A person can check their own vehicle for free at <http://ownvehicle.askmid.com/>
- A person who is the injured party can check whether someone else's vehicle is insured in the event of an accident for a nominal charge at <http://www.askmid.com/askmidenquiry.aspx>

NOTE: It is not legal for a third party to make checks on vehicle insurance with the MID.

APPENDIX 6 How to Check Your Car has an MOT

For most private vehicles, you must get an MOT test by either the third anniversary of its registration or the anniversary of its last MOT, if it is over 3 years old.

The MOT status of a vehicle can be checked online by a person who has a '*legitimate interest in the vehicle*' - you must be the owner, registered keeper or be considering buying the vehicle. You will need the vehicle registration mark and either:

- the MOT test number (you can get this from the VT20 test certificate or the VT30 refusal certificate) or
- the document reference number from the V5C registration certificate (logbook) if you don't have the MOT test number

<https://www.gov.uk/check-mot-status>

NOTE: It is not legal for a person without a 'legitimate interest in the vehicle' to check the vehicle MOT status online.

APPENDIX 7 How to Check Your Car has Vehicle Tax

Vehicle tax (or Vehicle Excise Duty) is often called Road Tax.

As of October 1st 2014 the colourful paper discs are no longer being issued and the requirement for motorists to display them in their cars ends.

To find out if a vehicle has up-to-date vehicle tax you can do this online and will need:

- the registration number of the vehicle
 - the make of the vehicle
- <https://www.vehicleenquiry.service.gov.uk/>

NOTE: Any person may check the tax status of any vehicle using the DVLA online service.

APPENDIX 8 - BASIC VEHICLE SAFETY CHECKLIST FOR DRIVERS

Vehicle registration number: _____

Vehicle make/type: _____

Vehicle Driver: _____

Date: _____

EXTERNAL VEHICLE CONDITION

Item (see back of checklist for further information)	√ = satisfactory/ available X = unsatisfactory/ defective/missing	Comment	Driver's Initial
Condition of vehicle bodywork			
Condition of vehicle windscreen and windows			
Condition of vehicle mirrors			
Condition of vehicle lights, tail lights, brake lights and indicators. All lights working			
Condition of windscreen wiper blades. Wipers working			
Condition of vehicle number plates			
Cleanliness of windscreen, windows, mirrors, lights, number plates			
Condition of tyres – no signs of damage/bulging sidewalls			
Condition of tyre treads (minimum tread depth 1.6mm)			
Tyre pressures – not obviously underinflated or overinflated			

NOTE: This is a basic vehicle safety checklist to assist any driver to check the safety of their vehicle. It is not a requirement to complete and submit this form.

However, it should be noted that failure to meet the above minimum standards is likely to render the vehicle un-roadworthy.

Item	Explanatory Note
Condition of vehicle bodywork	There must be no dangerous sharp edges or projections caused by corrosion or damage which are dangerous to other road users including pedestrians. No panels missing or loose.
Condition of vehicle windscreen and windows	Windscreen not chipped or cracked. The maximum damage size is 10mm in the drivers' line of vision, 40mm elsewhere in the rest of the area swept by the wiper blades.
Condition of vehicle mirrors	Mirror glass not cracked or missing, mirrors properly attached to vehicle.
Condition of vehicle lights, tail lights, brake lights and indicators. All lights working	Light covers not cracked or broken. Lights working.
Condition of windscreen wiper blades. Wipers working	Windscreen wipers are not missing, insecure or in poor condition e.g. torn. They must be capable of clearing the windscreen to give the driver a clear view of the road ahead. Road conditions and the environment affect wiper blades. The rubber will gradually harden with age causing the wiper blades to screech and judder, chatter or skip.
Condition of vehicle number plates	Number plates must be present, secure, not faded, dirty or obscured. They must be without cracks or delamination which makes them difficult to read.
Cleanliness of windscreen, windows, mirrors, lights, number plates	Windscreen, windows and mirrors clean enough for the driver to see safely. Lights and number plates clean enough to be seen by other road users.
Condition of tyres – no signs of damage/bulging sidewalls	Cuts, breaks and abrasions can penetrate deep into the inner fabric of the tyre, which can be dangerous, even capable of causing high-speed blow-outs.
Condition of tyre treads (minimum tread depth 1.6mm)	The legal limit for minimum depth of the tread on vehicle tyres is 1.6 millimetres, across the central $\frac{3}{4}$ of the tread around the complete circumference of the tyre. If the tyre has worn down to the tread bars (tread wear indicators) it is very close to being - or has just become – illegal.
Tyre pressures – not obviously under-inflated or over-inflated	Blow-outs can be caused by tyres which are under-inflated. When this happens, there is insufficient air to hold up the vehicle's weight. This causes the sidewalls to be compressed by the vehicle's weight resulting in them flexing over their regular limits. This kind of abnormal flexing can cause a build-up of heat in the tyre and significantly raises the likelihood of a blow-out. Over inflated tyres can affect the grip of the tyre on the road.