

Driving for Work Assessment Checklist

The following checklist may be used to assess the suitability of Delegated State Authority (DSA) employees to drive for work.
 If selected answer falls within a white box, please refer to the recommendations below each question before proceeding.

Name:			
Title / Grade:			

Q1: Has the employee received management approval to drive for work?	Yes		No
Employees, servants or agents of a DSA must be formally approved to drive for work			

Q2: Is driving for work included in the terms of the employee's employment contract?	Yes		No
Please see the recommendation in relation to each employee category: <ul style="list-style-type: none"> Staff member - If driving regularly, this should be included in the terms of their employment contract e.g. bus drivers. If driving occasionally, formal approval by management is sufficient e.g. staff using pool cars; Agency and temporary staff 'contracts of service' - Permitted to drive DSA vehicles, if driving for work is included in the terms and conditions of their employment contract. Contract of service is when the DSA directs not only what to do but how to do it. DSA owes a higher duty of care to these persons e.g. agency nurses and contract IT staff; Volunteer / student - The SCA does not recommend that students on placements or volunteers drive DSA vehicles; External contractor 'contract for service' - 3rd party contractors should not drive DSA vehicles. Contract for services are independent contractors employed to undertake a particular job. DSA tells them what to do but the contractor decides how to complete the job and hires out their services for a fee e.g. contractor hired to build an extension. 			

Q3: If using own vehicle, has the employee appropriate insurance cover in place for driving for work?	Yes		No
Prior to driving for work, employees using privately owned vehicles on work related business must contact their motor insurance provider and inform them that they will be driving for work and provide relevant details			

Q4: Has the individual an appropriate, current and valid driving license?	Yes		No
Drivers are only legally entitled to drive the category of vehicle for which their licence applies			
Note: Novice drivers are acceptable, while L plate drivers are not			

Q5: Has the individual any previous endorsements on driving license? e.g. penalty points	Yes		No
If yes, our recommendations are as follows: <ul style="list-style-type: none"> 1-3 points - Note on file 4+ points - A review should be conducted and appropriate action taken where required, this could include monitoring, retraining or removal from task in extreme cases 			

Q6: Has the individual had any accidents within the past 5 years?	Yes		No
If yes, a review should be conducted and appropriate action taken where required, this could include noting, monitoring, retraining or removal from driving tasks if deemed necessary			

Q7: Has the individual have any medical or physical conditions that could impair his / her driving ability?	Yes		No
If yes, the employee must obtain approval to drive from a medical professional			

Q8: Are there any additional requirements for driving for work e.g. transporting children, service users	Yes		No
If yes, please provide details:			



Section B - Approval

Notes:

Signed: _____

Review Date: _____

Approved ☐

Not approved ☐

Section C - Declaration

Approved employees shall:

- Take reasonable care for their own safety, health and welfare and that of others.
- Co-operate with their employer and any other person as appropriate.
- Adhere to the rules of the road and speed limits. Payment of driving penalties is the responsibility of the driver.
- Adhere to the DSA driving policy and procedure and also all associated risk assessments.
- Perform vehicle check before driving.
- Ensure that they are fit to drive at all times and are aware of the implications which alcohol / illegal substances, medication and fatigue could have on driving safely.
- Not to engage in improper conduct or behaviour or place anyone at risk whilst driving.
- Adhere to the procedures in place in the event of an accident or incident.
- Report to their Line Manager as soon as is practicable:
 - Incidents / accidents, near misses;
 - If driving license suspended, cancelled or has penalty points, endorsements or limitations placed upon it;
 - Any injury or illness or anything that may affect their ability to drive.

Use of DSA vehicles:

- Is for approved use only.
- Respect vehicle and keep clean. Report vehicle defects / repairs required immediately
- Do not admit liability at scene of an accident.

Use of personal vehicle for driving for work:

- Declare that you are driving for work to your insurer.
- Report any incidents to both your employer and insurer.

Employee Signature: _____

Date: _____

Please also refer to the State Claims Agency's "Driving for Work" Motor Guidance available at www.stateclaims.ie