

Parish Dental Practice Policy: Driving for Work

Policy Statement:

Parish Dental Practice is committed to ensuring the safety and well-being of all employees who are required to drive as part of their work duties. This policy sets out the guidelines and responsibilities for safe driving practices.

Objective:

To promote safe driving practices among employees, ensuring compliance with traffic laws and reducing the risk of accidents while driving for work purposes.

Scope:

This policy applies to all employees of Parish Dental Practice who drive vehicles, either personal or company-owned, for work-related activities.

Procedures:

1. Driver Eligibility and Responsibilities:

- Ensure all employees who drive for work have a valid driver's license and are legally permitted to drive.
- Drivers must inform the practice if there are any changes to their driving license status or if they receive endorsements.

2. Vehicle Safety and Maintenance:

- Company-owned vehicles must be maintained in a safe, roadworthy condition.
- Employees using their own vehicles for work must ensure that their vehicles are also maintained to a safe standard.

3. Insurance:

- Confirm that all vehicles used for work purposes, whether company-owned or personal, have appropriate insurance coverage.

4. Safe Driving Practices:

- Adhere to all traffic laws, including speed limits and regulations regarding mobile phone use while driving.
- Encourage the use of hands-free devices if phone calls must be taken while driving.

5. Accident Reporting:

- Instruct employees to report any accidents while driving for work to the practice as soon as possible.





- Maintain records of all reported accidents.

6. **Driver Training:**

- Provide access to safe driving courses or resources for employees who frequently drive for work.

7. **Fatigue and Time Management:**

- Advise against driving when tired and promote responsible scheduling of work to avoid the need for driving when fatigued.

8. **Alcohol and Drug Policy:**

- Strictly prohibit the use of alcohol or drugs when driving for work purposes.

9. **Policy Review and Compliance:**

- Regularly review the driving policy to ensure compliance with current laws and best practices.
- Ensure that employees are aware of and understand this policy.

Responsibility:

The practice manager is responsible for implementing and enforcing this policy. All employees who drive for work are responsible for adhering to the guidelines set out in this policy.

Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704

April 1st 2023

Updated Yearly

