

# impact hr toolbox talk

## Driving for Work

This Toolbox Talk aims to raise awareness of the risks associated with driving for work activities and to outline practical steps employees and employers can take to ensure journeys are planned, vehicles are safe, and drivers remain alert and responsible at all times.

### Why Driving for Work?

Driving for work includes any business-related travel undertaken during the working day, excluding normal commuting.

It covers visiting clients, travelling between sites, vehicles transporting goods, attending meetings, or using company or personal for work tasks.

Employers must manage associated risks, ensure vehicles and drivers are safe and compliant, and verify grey-fleet suitability.

Employees must follow safe-driving procedures and keep vehicles roadworthy and properly insured.

### Why It Matters

- Driving for work remains one of the most hazardous activities that employees undertake.
- Employers must manage risks arising from work-related journeys, including planning, scheduling pressures, weather, fatigue, and vehicle condition.

### Key Risk Factors

#### Journey Planning

- Long driving schedules, long hours, multiple stops
- Weather conditions: rain, snow, ice and strong winds
- Driving whilst fatigued.

#### Vehicle Condition

- Roadworthiness and functioning safety systems

### Your Alertness

- Avoid distraction including from in-car technology
- Driving whilst fatigued / influence of alcohol and drugs (prescription and non-prescription)

### Daily Vehicle Checks

Prior to each daily journey, complete basis visual checks of your vehicle, including:

- **Tyres:** minimum tread depth 1.6 mm; correct pressure; no cuts/bulges.
- **Lights:** all functioning; lenses clean.
- **Windows & Mirrors:** clean, unobstructed.
- **Wipers & Washers:** good condition; topped up.
- **Fluids & Leaks:** correct levels; no leaks.
- **Brakes:** functioning normally.
- **Seatbelts & Load:** operational; loads secure.
- **Infotainment & Phone:** set before driving; phone secured.
- **Driving Conditions:** check weather; carry essentials (water, warm clothing, blanket).
- **Fuel & EV Charge:** adequate spare in the event of diversion or breakdown.



## Safe Driving Behaviours

- Plan your journey. Where, when, how?
- Stay alert to local driving and changing conditions.
- Take breaks when needed (every 2 hours)
- Avoid distractions, including noise and hand-held devices
- Avoid driving under the influence of alcohol and drugs. Consider - prescription medicines can cause drowsiness
- Report defects to your line manager immediately. Arrange maintenance and stop driving.
- Always Follow the Highway Code: driving conditions and national and local speed limits.

### Remember

Safe vehicles, careful journey planning, and responsible driver behaviour reduce accidents.

Report concerns promptly.

### Discussion Points

- What challenges or risks have you encountered while driving for work?
- How can journey planning be improved?
- How can we ensure consistent vehicle checks?
- How can we better support colleagues

## Your next step to safer, smarter workplaces

For tailored advice, call **0330 236 9866** or email [hello@impacthr.co.uk](mailto:hello@impacthr.co.uk). Alternatively, explore more Toolbox Talks in the Impact Hub at [impacthr.co.uk](https://www.impacthr.co.uk).