



Atlas Electrical & Security Ltd

Vehicle & Driving for Work Policy

Version 1.0 – Initial Issue

Policy Owner	Stephen Norton
Compliance Manager	James Whitcher
Date Approved	July 2026 (Version 1) Initial Issue
Review Date	July 2027

Atlas Electrical & Security Ltd

Registered Address Unit 2, Victoria Mill Business
Park, Wharf Road, Doncaster, South Yorkshire,
DN1 2ST

VAT Registration Number GB 175 3645 88

Registered in England & Wales No. 11548394

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www.atlassecurity.services

Atlas Electrical & Security Ltd – Vehicle & Driving for Work Policy

1. Policy Statement

Atlas Electrical & Security Ltd is committed to ensuring the safety of employees, contractors, customers and members of the public whilst driving on company business. Driving is recognised as one of the highest-risk work activities and the Company is committed to reducing risks through effective management, training, vehicle maintenance and safe driving practices.

All persons driving on behalf of Atlas Electrical & Security Ltd must comply with this policy, the Highway Code and all applicable road traffic legislation.

2. Scope

This policy applies to:

- Company-owned vehicles
- Hired and leased vehicles
- Employee-owned vehicles used for business purposes (Grey Fleet)
- Directors, employees, contractors and any authorised drivers acting on behalf of the Company

3. Company Responsibilities

Atlas Electrical & Security Ltd shall:

- Maintain company vehicles in a safe and roadworthy condition.
- Ensure appropriate insurance is maintained.
- Provide suitable training and information.
- Conduct driving licence checks where required.
- Investigate accidents and incidents.
- Monitor compliance with this policy.
- Take reasonable steps to reduce driving related risks.

4. Driver Responsibilities

Drivers must:

- Hold a valid driving licence.
- Drive safely and responsibly.
- Conduct daily vehicle checks.
- Report accidents, incidents and defects immediately.
- Ensure vehicles are secure when unattended.
- Ensure tools, ladders and equipment are transported safely.
- Comply with all road traffic legislation and Company procedures.

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5. Driving Licence Verification

The Company reserves the right to conduct periodic licence checks and verify licence status with the DVLA.

Drivers must immediately notify management of:

- Penalty points
- Driving bans
- Licence suspension
- Medical conditions affecting driving ability

Failure to disclose relevant information may result in disciplinary action.

6. Vehicle Safety and Daily Checks

Before use, drivers must ensure:

- Tyres are correctly inflated and free from damage.
- Lights and indicators are functioning.
- Mirrors are adjusted correctly.
- Windscreen and windows are clean.
- Brakes, steering and safety systems appear operational.
- Loads are secured.

Vehicles deemed unsafe must not be driven.

7. Vehicle Security

Vehicles must be locked when unattended.

Tools, laptops, mobile devices, access credentials and customer information must not be left visible inside vehicles.

Any theft, attempted theft or loss of company property must be reported immediately.

8. Mobile Phones and Electronic Devices

The use of hand-held mobile phones whilst driving is strictly prohibited.

Drivers must not:

- Make or receive calls using a handheld device.
- Send or read messages.
- Use social media.
- Operate electronic devices whilst driving.

Where communication is necessary, drivers should stop in a safe location.

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9. Alcohol, Drugs and Medication

No employee shall drive:

- Under the influence of alcohol.
- Under the influence of illegal drugs.
- Whilst impaired by prescription or over-the-counter medication.

Employees must notify management if medication could affect their ability to drive safely.

10. Fatigue and Fitness to Drive

Employees must not drive when tired, unwell or unable to concentrate.

For longer journeys:

- Regular breaks should be taken.
- Drivers should remain hydrated.
- Excessive working hours should be avoided.

Management will support employees who declare themselves unfit to drive.

11. Reversing And Parking

Drivers should avoid unnecessary reversing wherever possible.

Vehicles should be parked safely and legally.

Where visibility is restricted, drivers should take additional precautions.

12. Company Vehicles

Employees using company vehicles must:

- Maintain cleanliness and roadworthiness.
- Report defects promptly.
- Ensure servicing schedules are followed.
- Secure vehicles when unattended.
- Use vehicles only for authorised business purposes.

13. Grey Fleet Vehicles

Employees using personal vehicles for business purposes must provide:

- A valid driving licence.
- Business-use motor insurance.
- MOT certificate (where applicable).
- Evidence that the vehicle is roadworthy.

The Company may prohibit use of vehicles that do not meet required standards.

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14. Loading and Transporting Equipment

Drivers must ensure:

- Ladders are secured correctly.
- Tools and materials are safely stored.
- Vehicle weight limits are not exceeded.
- Loads do not obstruct visibility.
- Equipment cannot become a projectile during sudden braking.

Unsafe loading practices are prohibited.

15. Accidents, Incidents and Near Misses

All accidents, vehicle damage, near misses and road traffic incidents occurring during company business must be reported immediately.

Investigations may be conducted to identify root causes and corrective actions. Records shall be retained in accordance with Company procedures.

16. Training and Competence

The Company will provide appropriate training and information to employees who drive on behalf of the business.

Training may include:

- Driver awareness training
- Vehicle familiarisation
- Load security awareness
- Accident reporting procedures
- Road safety updates

Training records shall be maintained by the Company.

17. Environmental Considerations

Drivers are encouraged to:

- Avoid unnecessary idling.
- Plan journeys efficiently.
- Drive economically.
- Maintain vehicles appropriately.

These measures support the Company's Environmental Policy and sustainability objectives.

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18. Monitoring and Review

Atlas Electrical & Security Ltd may monitor:

- Driving licence validity
- Accident trends
- Vehicle inspection records
- Driver compliance

This policy will be reviewed annually or following significant incidents or legislative changes.

19. Related Documents

This policy should be read alongside:

- Health, Safety and Wellbeing Policy
- Lone Working Policy
- Drugs & Alcohol Statement
- Environmental Policy
- Mobile Phones and Other Electronic Devices Policy
- Work Safe Policy Statement
- Accident & Incident Reporting Procedures (where applicable)

Approval

Approved By: Stephen Norton

Position: Managing Director

Version: 1.0

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