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## Vehicle Use and Driving Policy

### 1. Purpose

This policy sets out expectations for anyone driving a Foresight vehicle.

Our aim is to keep the people we support, our staff, and the public safe, while protecting Foresight vehicles and meeting our insurance requirements.

We recognise that accidents can happen. This policy is about safe, responsible use.

This policy applies to all employees and authorised drivers.

### 2. Authorisation to Drive

Drivers must:

- Hold a valid and appropriate UK driving licence
- Inform management of any points, disqualification, or restrictions
- Be medically fit to drive

Vehicles must only be driven by authorised staff.

### 3. Use of Vehicles

Foresight vehicles are provided for authorised work purposes.

Other reasonable use may be agreed verbally with a senior manager in advance.

Drivers are expected to:

- Drive safely
- Follow road traffic laws
- Take reasonable care of the vehicle
- Complete basic visual checks before use
- Report any faults, damage, or concerns promptly

You are responsible for the safety of passengers while driving.

## 4. Parking Fines, Speeding and Other Penalties

If a vehicle is issued with:

- A speeding fine
- A parking fine
- A bus lane or traffic enforcement penalty
- Any other motoring penalty incurred while the driver is in control of the vehicle (*e.g. unpaid Humber Bridge tolls*)

The driver will be responsible for the full cost of that fine or penalty.

Foresight will provide notice of the fine and the driver will be required to reimburse the amount.

## 5. Accidents and Damage

All accidents, damage, or near misses must be reported as soon as possible.

We understand that genuine accidents can occur. Each incident will be looked at individually and fairly.

An investigation may take place following any incident. This may include reviewing statements and other available information.

## 6. Insurance Excess (*Employees only*)

If an insurance claim is made following an accident, Foresight is required to pay an insurance excess.

If, following investigation, it is found that the accident occurred as a result of:

- Driving without due care and attention;
- Misuse of the vehicle; or
- Failure to take reasonable care,

the driver may be required to cover the full amount of the insurance excess.

There is no automatic assumption of fault. The driver will have the opportunity to give their account before any decision is made.

## 7. Misuse of Vehicles

Misuse includes:

- Using the vehicle without permission
- Allowing an unauthorised person to drive
- Using the vehicle in a way that puts people or property at risk
- Failing to report an accident

Misuse may be dealt with under the disciplinary procedure where appropriate.

# Driver Declaration

I confirm that I have read and understood this policy.

I agree to follow it when driving a Foresight vehicle.

I understand that I am responsible for any fines incurred while driving. If an investigation finds an accident was caused by careless driving or misuse (employee only), I may be required to cover the full insurance excess.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_