WORDING FOR DRIVER’S HANDBOOK

DRIVER AUTHORISATION

Employees

No Employee may drive an organisation’s owned vehicle unless authorised to do so in writing by the XXXXXXXXXXXXXXX.

Driving one of these vehicles without authorisation will render the employee concerned liable to disciplinary action.

The normal driver of the vehicle concerned will also be liable to disciplinary action if s/he permits an unauthorised driver to do so.

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## Sub Contractors

It is recognised that on (insert location/s), from time to time, sub-contractors/agency workers will be required to drive an organisation’s owned vehicle. This practice is strongly discouraged. However, in circumstances where it becomes essential the driver must be issued with written authority to drive.

This can only happen when the driver’s xxxxxxxxxx (supervisor/manager) has inspected the driver’s driving licence and established his or her driving history and other relevant facts.

Sub-contractors with provisional licences are prohibited from driving an organisation’s owned vehicle.

## Employee Spouses and Children

No spouse or child of an employee is permitted to drive an organisation’s owned vehicle unless authorised to do so in writing by XXXXXXXXXXXX (Director level).

Learner drivers are expressly forbidden from driving an organisation’s owned vehicle.

Emergency

Except in the case of an emergency, unauthorised driving of an organisation’s owned vehicle will render the authorised driver of that vehicle liable to disciplinary action. In this context an emergency must be real and involve either risk to the vehicle, its occupants or other parties likely to be affected by it.

Driving eligibility

The driving of vehicles is limited to authorised persons who are over XXX and have held a full licence for over XXX months.

An organisation’s owned vehicle must never be driven by any person holding only a provisional licence (even in “an emergency”).

\*See useful downloads for a sample authorisation to drive form.