

Driving at work procedure and guidance

Author: Shona Gray (HR Strategy and Policy Officer)

Contact: shona.gray@luton.gov.uk

Version: 1.0

Last updated: July 2026

Document history

Version	Date	Notes	Prepared by
1.0	July 2026	Driving at Work Procedure and Guidance document created and published	Shona Gray, Duncan Smith

Contents

1. Introduction.....	2
2. Authorisation to drive at work	3
3. Driver responsibilities	3
4. Manager responsibilities	5
5. Key road safety issues	6
6. Driving disqualification.....	7
Appendix A: Driver declaration and authorisation form.....	9
Appendix B: Guidance on carrying out and recording driving at work eligibility checks	11
Appendix C: Frequently asked questions	19

1. Introduction

1.1 The following terms are used in this procedure:

- **Driving at work:** this refers to any activity that is performed by a driver with the use of a motor vehicle on behalf of the council. This includes:
 - travel between establishments whilst at work;
 - the transportation of passengers (e.g. colleagues, service users, clients, etc.);
 - delivering items (including letters and other documents) to internal or external customers;
 - travel to and from meetings and training courses; and
 - any other activity that is being performed on behalf of the council by use of a motor vehicle.

The term 'driving at work' does not include commuting to/from the driver's normal place of work at the start/end of the working day (unless specified in the contract or work agreement), or driving not connected with council business (e.g. during breaks taken within the working day). Individuals must take care to consider carefully what duties and actions they may perform that may be driving at work; individuals who are in doubt as to what constitutes driving at work should contact their line manager.

- **Motor vehicle:** this refers generally to cars, but may also include vans, minibuses, motorcycles and mopeds. This list is not exhaustive.
- **Driver:** this applies to all individuals (including temporary/permanent employees, casual, contracted or agency workers and volunteers) that act on behalf of Luton Council and use a motor vehicle regardless of ownership status (private, leased, hire, etc.).
- **Grey fleet:** this refers to privately owned or leased vehicles that employees use for work-related travel, where the employer may provide a car allowance or reimburse expenses to employees using their own cars for business purposes.

- 1.2 Luton Council is committed to ensuring the safe and lawful use of motor vehicles for driving at work by reducing the risks that our drivers (and others who may be affected by their activities) face and create so far as is reasonably practicable.
- 1.3 This procedure applies to those directly employed by Luton Council (including those employed at Luton community schools) as well as those not directly employed but who are undertaking driving at work on behalf of the council (e.g. agency workers, volunteers and those on work experience).
- 1.4 The council is also committed to reducing its impact on the environment; this means looking at ways to reduce miles travelled and identifying and using modes of transport with lower carbon emissions per mile where possible.
- 1.5 Drivers driving for work purposes are considered to be undertaking a work activity. The motor vehicle they are driving, regardless of ownership, is regarded as a place of work; this means that the council owes the same duty of care to employees who drive their own vehicles at work as it does to employees who drive council commercial, or contract hired vehicles. Similarly, drivers are expected to conduct themselves in line with the council's code of conduct and Health and Safety Policy.
- 1.6 The purpose of this procedure is to establish arrangements to manage the risks of this work activity to ensure that:
 - people who drive at work are appropriately licensed, insured and fit to drive;

- all vehicles that are used for council business (regardless of ownership) conform to law, are safe and properly maintained, and are fit for purpose; and
 - managers assess the risks of their team member's driving at work and take measures to reduce those risks as far as is reasonably practicable.
- 1.7 The council therefore expects all drivers driving at work to comply with all existing road traffic legislation and The Highway Code to help prevent and minimise accidents, injuries and other incidences that may affect them, other drivers, passengers and pedestrians. The failure of an individual to be adequately licensed and insured for driving for work purposes could lead to legal proceedings being taken against them as an individual and/or the council as an organisation in the event of an incident involving the driver driving at work.
- 1.8 This procedure is applicable to grey fleet motor vehicles; vehicles which are privately owned, leased, loaned or hired and which are used by drivers driving at work.
- 1.9 This procedure is an addition to, and not to be used in replacement of, the Operational Transport policy. Those who drive council vehicles (e.g. refuse drivers, BTS drivers or drivers in the Passenger Transport Unit) must comply with the Operational Transport policy.
- 1.10 It is not possible for this procedure to anticipate every eventuality or situation that drivers or their managers may experience; any queries should be referred to [Human Resources](#), [Fleet Transport](#) or [Corporate Health & Safety](#).

2. Authorisation to drive at work

- 2.1 The use of any motor vehicle for driving at work will only be permitted for those who are authorised by their line manager and in accordance with this procedure, with the prior completion of the driver declaration and authorisation form at [Appendix A](#); this applies to all individuals regardless of whether or not travel expenses are claimed back from the council.
- 2.2 Where authorisation to drive at work is granted, this will apply only to the person and vehicle specified on the driver declaration and authorisation form; a new form will therefore need to be completed for each vehicle a driver uses (including where a vehicle is temporarily being used, e.g. a lease or hire car in replacement of their permanent vehicle).
- 2.3 Authorisation will be reviewed and either renewed or revoked on an annual basis (or sooner as required) in line with the process described in [section 3](#) and [section 4](#) of this procedure.
- 2.4 If an employee has not been authorised to drive at work, then travel allowances and expense payments may be withheld or stopped.
- 2.5 Individuals who are required to hire a vehicle for driving on council business are required to refer to Fleet Transport for the details on the appropriate procedure for the procurement and use of hired vehicles on council business.

3. Driver responsibilities

- 3.1 Drivers are required to conduct their undertaking in line with this procedure, with the risk assessment for driving for work undertaken by the line manager, and with all relevant legislative requirements.
- 3.2 Drivers must complete sections 1 and 2 of the driver declaration and authorisation form at [Appendix A](#) for any vehicle they intend to drive (either temporarily or indefinitely) at work, return it to their line manager for completion, and receive authorisation before being permitted to drive at work. Managers will carry out assurance checks of the driver's licence and insurance, and the vehicle's MOT, safety recall and Vehicle Excise Duty (road tax/car

tax) status, before authorisation to drive at work will be granted. Authorisation, where granted, will remain in force until rescinded by the driver's line manager, with the reason(s) for rescinding authorisation recorded on the form; a new form must then be completed before authorisation is (re)granted for an employee to drive at work.

- 3.3 On an annual basis, or sooner where requested by their manager due to circumstances calling into question the continued validity of the original authorisation, drivers must submit a new driver declaration and authorisation form to their line manager with sections 1 and 2 completed to enable the manager to carry out assurance checks of the driver's continued eligibility to drive at work and provide/rescind authorisation for them to do so.
- 3.4 Drivers authorised to drive at work must notify their manager as soon as practicable (and in any event before they undertake any further driving at work) of any:
- licence endorsements or formal cautions or prosecutions from the Police because of their driving or disqualification from driving (regardless of whether it was linked to driving at work)
 - change in vehicle they have received authorisation to drive at work
 - change to the level of insurance cover of their vehicle (only if it is a lesser level of cover in relation to business use than that on which their manager authorised them to drive at work)
 - diagnosis or advice from a medical professional indicating they are not medically fit to drive either permanently or for a defined period (for example during recovery from an illness or operation, or whilst taking certain medication, etc.)
 - indication that their health, capacity or fitness to drive has, temporarily or permanently, deteriorated beyond that on which the Driver and Vehicle Licensing Agency (DVLA) issued the licence
 - other issue they feel may negatively impact upon their ability to safely drive at work (for example fatigue, distractions, etc. which may impair concentration)
- 3.5 If an authorised individual is required to drive at work, before commencing their journey they must:
- have checked that the motor vehicle they intend to use is in a roadworthy condition to be driven and that to the best of their knowledge it abides by the [requirements of the Highway Code](#)
 - ensure that the appropriate amount of Vehicle Excise Duty (car tax/road tax) has been paid for the vehicle they intend to use
 - ensure that the vehicle they intend to use has a valid MOT certificate, if the vehicle is over three years old
 - ensure that the insurance for their motor vehicle includes the appropriate level of cover for the journey they are required to undertake (including the carrying of passengers where applicable) and ensure that such insurance remains in force throughout the period they will be driving at work
 - be as far as they are aware [medically fit to be in control of a vehicle](#)
- 3.6 In accordance with the council's Code of Conduct, employees who drive at work or are in receipt of the essential car user allowance or whose job requires them to hold a valid driving licence must inform their manager immediately (on the next working day) if they are disqualified from driving for any reason.
- 3.7 It must be understood that under no circumstances will Luton Council accept liability for any of the risks covered by a driver's private motor vehicle insurance, nor any consequential losses (for example any excess charges and/or loss of 'no claims bonus' discount) in the

event of an accident. Drivers involved in road traffic incidents whilst driving under their own insurance must deal with any claims directly with their own insurer.

- 3.8 Where drivers who are driving at work are involved in road traffic incidents which result in near misses, damage to vehicles, loss or damage to property or injury to persons, they are required to inform their line manager immediately and co-operate with the investigation undertaken by them in line with the council procedure on the investigation and reporting of health and safety incidents.
- 3.9 Drivers failing to meet any of the requirements of this procedure may be subject to disciplinary action.

4. Manager responsibilities

- 4.1 Managers are responsible for ensuring that all employees within their area of responsibility who they have authorised to drive at work are aware of and carry out their responsibilities under the Driving at Work Procedure.
- 4.2 For any employee within their area of responsibility who is required to drive at work, managers must receive a [driver declaration and authorisation form](#) with sections 1 and 2 completed by the employee, and carry out the following checks and actions before permitting them to drive at work:
- **Driving licence:** check via the [‘view driving record’ service](#) that the person has a licence and is legally entitled to drive the vehicle they intend to drive at work and record relevant details against the driver’s profile on iTrent. The ‘view driving record’ service may not work for licences not issued in Great Britain; where the driver holds a non-GB licence, a check to see whether the licence entitles the holder to drive in the UK can be made at gov.uk.
 - **MOT and safety recall status:** check via the [‘check MOT’ service](#) that the vehicle the person is intending to drive for work has an in-date MOT certificate (if the vehicle is over three years old) and is not subject to any outstanding safety recalls.
 - **Vehicle Excise Duty (road tax/car tax) status:** check via the [‘check vehicle tax’ service](#) that appropriate Vehicle Excise Duty has been paid for the vehicle the person is intending to drive and record relevant details against the driver’s profile on iTrent.
 - **Insurance cover:** check by reviewing insurance documents provided by the driver that the vehicle and driver have appropriate business insurance cover for the types and purposes of journeys the driver will foreseeably be required to undertake and record relevant details against the driver’s profile on iTrent.
 - **Driver declaration and authorisation form:** having completed the above checks, fully complete sections 3 and 4 of the form to authorise (or otherwise) the employee to drive at work, before emailing the completed form to the employee and the [Human Resources team](#), to be saved against the driver’s employee file.

If needed, managers can find more detailed guidance on how to conduct and record the above checks in [Appendix B](#) to this document.

- 4.3 If authorisation for a team member who is required to drive at work cannot be granted, or if a team member refuses to supply the documentation to enable a manager to complete the checks described in section 4.2, the manager must not allow the person to drive at work and must contact the HR team to discuss.

- 4.4 On an annual basis managers must repeat the process described in paragraph 4.2; it is suggested this is carried out in April/May in conjunction with the [check-in annual review](#). If this review leads to the manager deciding that the employee is no longer authorised to drive at work, they must complete section 5 of the person's driver declaration and authorisation form to indicate that authorisation has been rescinded, noting the reason why. If rescinding authorisation affects the employee's ability to fulfil their role, this must be discussed with the HR team; further information on this can be found in [section 6](#). Granting authorisation in future will require the manager to repeat the process described in paragraph 4.2.
- 4.5 To support the council's aspiration to reduce carbon emissions, managers are encouraged to help employees identify where unnecessary mileage can be reduced (e.g. if the journey could be combined with other travel requirements to reduce overall mileage, or if the journey could be shared with colleagues who are already travelling to the same meeting or location by car if there is spare capacity) and to help employees identify alternative, more environmentally cost-effective modes of travel where appropriate (e.g. electric car pool vehicles, public transport, etc.).
- 4.6 Managers must assess and, where possible, reduce the risks from driving at work within their area of responsibility. Managers must complete either a standalone risk assessment for driving at work for their team members or include driving at work as part of their team members' role-specific risk assessment. A template driving at work risk assessment, which managers can use as a starting point to adapt to their needs, can be requested from the [Corporate Health and Safety team](#).

For journeys or driving activities that present additional risks, managers must complete and record a more detailed risk assessment. Examples of such situations include:

- non-routine long-distance journeys
 - trips that involve driving types of vehicles that are not normally driven or where the driver may be inexperienced or have a poor accident record
 - transporting children/passengers who may display unpredictable or adverse behaviours to the distraction of the driver
 - journeys that involve lone working in remote or potentially dangerous areas
- 4.7 Where informed by a driver within their area of responsibility of their involvement in a road traffic incident whilst driving at work, managers must conduct a proportionate investigation and ensure the incident is reported in line with the council procedure on the investigation and reporting of health and safety incidents. Further advice can be obtained from the [Corporate Health and Safety team](#).
- 4.8 Managers should monitor the hours that employees work and drive at work to ensure they are not required to work a full working day and then drive for long periods.
- 4.9 Managers should intervene and stop an employee driving for work if there is reason to believe that they are under the influence of alcohol or drugs or impaired in any similar way.

5. Key road safety issues

- 5.1 Road safety is paramount whilst driving; drivers should apply their full concentration to ensure the safety of themselves, their passengers and other road users, and not allow themselves to be distracted.
- 5.2 Drivers should not put themselves unnecessarily at risk by driving beyond their capabilities or unnecessarily travelling in adverse weather conditions such as fog, ice and snow. Where

necessary, drivers should consult with their line manager to consider deferring work or commitments until safer driving conditions prevail.

- 5.3 Journeys must be adequately planned and organised so that the driver and any passengers are not put at undue risk. This would include, for example, allowing sufficient fuel, planning the safest route and allowing adequate time to counter stress and tiredness. Drivers are at high risk of developing fatigue whilst driving for prolonged periods; a rest break of 15 minutes for every two hours of driving is recommended.
- 5.4 Best practice determines that a maximum duty time of 11 hours should not be exceeded within a 24-hour period. Where it is recognised that a maximum period of duty time may be exceeded, then drivers should consult with their line manager on the best way to proceed (for example shared driving or an overnight stay).
- 5.5 All drivers and passengers must wear seat belts unless:
- their vehicle was made without seatbelts fitted and none have been fitted retrospectively
 - they are [exempt from the legal requirement to do so](#)

Drivers must not undertake a journey on behalf of the council with passengers who refuse to wear a seat belt where one is required by law to be worn. Children must only be carried as passengers if secured in [an appropriate safety seat or restraint in accordance with the relevant requirements of the Highway Code](#), and children under three must not be carried as passengers in vehicles without seatbelts fitted.

- 5.6 In the interest of safety, drivers are actively discouraged from eating, drinking, smoking, reading maps, using hands-free mobile phones, or engaging in any other activity that may be legal but may nonetheless distract their attention from driving or affect their ability to control the vehicle. The council holds no expectation that drivers will make or receive hands-free calls whilst driving. Where an urgent phone call must be made or answered, those driving at work are encouraged to legally park their vehicle before making or receiving the phone call, or allow calls to go to voicemail; this is to ensure drivers' full attention is given to the road in line with the council's commitment to road safety and compliance with the Highway Code.

6. Driving disqualification

- 6.1 The information in this section only applies to any driver who is disqualified from driving for any reason who is:
- required, as part of their role and in line with the Driving at Work Procedure, to hold a valid driving licence
 - in receipt of the essential car user allowance
- 6.2 A disqualified driver will immediately lose their entitlement to the essential car user's lump sum (if in receipt of this) for the duration of their disqualification.
- 6.3 The council will consider if it is reasonable and appropriate to redesign the driver's job to exclude the requirement to drive (temporarily or indefinitely) or to redeploy them to alternative employment (either temporarily or indefinitely).
- 6.4 Where redeployment to a lower paid job is required due to disability, protection of pay will be in accordance with the current applicable council policy. There will be no pay protection if the driving disqualification and subsequent redeployment is because of a driving conviction or driving ban.

- 6.5 Where redeployment or job redesign is not possible, the employee's continuing employment with the council will be at risk and the council will follow the appropriate HR procedure.

Appendix A: Driver declaration and authorisation form

Section 1: Driver and vehicle details

Names as shown on driving licence: Click to enter text

Vehicle make: Click to enter text

Vehicle colour: Click to enter text

Vehicle registration number: Click to enter text

Last eight characters of driving licence number: Click to enter text

DVLA licence check code (see the “driver guidance” section of appendix B for details of how to obtain this): Click to enter text

Section 2: Driver declaration

I confirm that I:

- am currently medically fit to drive at work
- have read and understood the Driving at Work Procedure (version 1.0) (‘the procedure’)
- have had the opportunity to discuss the procedure with my line manager if needed
- have had the opportunity raise any queries I have with the procedure with my line manager and have had any such queries resolved to my satisfaction
- will abide by the requirements of the procedure.

Signature (or by email): Click to enter text

Date: Click to enter text

Once you have completed sections 1 and 2, save and email the form to your line manager.

Section 3: Line manager review

Check (yes or no)

Appropriate full driving licence held for the vehicle? Click to enter text

Appropriate business insurance held for the journeys that will be undertaken? Click to enter text

Appropriate Vehicle Excise Duty (road tax/car tax) paid for the vehicle? Click to enter text

Vehicle has valid MOT certificate (NA if under 3 years old)? Click to enter text

Vehicle is not subjected to any outstanding safety recalls? Click to enter text

Driver declaration in section 2 of this form made? Click to enter text

Section 4: Line manager authorisation to drive for work purposes

The above-named driver is/is not (delete as appropriate) granted authorisation to drive the above-named vehicle for work purposes in relation to their role.

Reason authorisation not granted (N/A if authorisation if granted): Click to enter text

Line manager name: Click to enter text

Date: Click to enter text

Section 5: Line manager revocation of authorisation to drive for work purposes

Reason for revocation: Click to enter text

Line manager name: Click to enter text

Date: Click to enter text

Fully completed forms should be emailed by the line manager to the [HR Services team](#) to be saved against the driver's employee file.

Appendix B: Guidance on carrying out and recording driving at work eligibility checks

This appendix provides more detailed [guidance for drivers](#) and [guidance for managers](#) if needed on how to carry out and record driving at work eligibility checks.

Guidance for drivers

As described in [section 3](#) of this procedure, you are required to supply your manager with the information required to enable them to assess and record your eligibility to drive at work. You must do so by completing sections 1 and 2 of the [driver declaration and authorisation form](#) and sending it to them to enable them to check that:

- you hold the appropriate licence to drive the vehicle you have declared you will be driving at work
- the vehicle you will be driving at work is not subject to any outstanding safety recalls and has (if over three years old) a valid MOT certificate
- appropriate Vehicle Excise Duty (road tax/car tax) has been paid for the vehicle
- you hold appropriate insurance cover for the journeys you will be undertaking in the vehicle

Driving licence check

To enable your manager to carry out this check, you will need to either provide them with your licence (for licences not issued in Great Britain) or else provide them with the last eight characters of your driving licence number and a 'check code' in section 1 of your driver declaration and authorisation form (for licences issued in Great Britain).

To generate a check code, you will need your 16-character driving licence number, your National Insurance number, and the postcode on your driving licence. With this information to hand, you can generate the check code by following the steps below.

Visit gov.uk and select 'Start now'

View or share your driving licence information

You can view or share your driving licence information if your licence was issued in England, Wales or Scotland.

! It's a criminal offence to obtain someone else's personal information without their permission.

Use this service to:

- view your driving record, for example vehicles you can drive
- check your penalty points or disqualifications
- create a licence 'check code' to share your driving record with someone, for example a car hire company

The check code will be valid for 21 days.

Before you start

You'll need:

- your driving licence number
- your National Insurance number - [find your National Insurance number if you've lost it](#)
- the postcode on your driving licence

This service is also available [in Welsh \(Cymraeg\)](#).

Start now >

1. Enter your driving licence number, National Insurance number and postcode in the relevant boxes, tick the box next to 'I agree' to provide consent to proceed, then select 'View now'.

Enter details

You should only use this service to view or share your own driving licence.

Use a different service if you want to [check someone else's driving licence information](#).

Your driving licence number

Example: MORGA657054SM9IJ

► [Where to find your driving licence number](#)

Your National Insurance number

Example: QQ123456C

► [Where to find your National Insurance Number](#)

Postcode

Example: EH1 9SP

Important

To access this service online, details from your DVLA record and your National Insurance number will be shared with other government departments (HMRC and DWP) to check your identity, as described in our [privacy policy](#).

I would like to use this service and understand that my data will be shared as explained above.

☐

I agree

[View now](#)

2. This will take you to the 'Driving licence details' page where you should select 'Get your check code'.

Driving licence details

Your details

[Vehicles you can drive](#)

[Penalties and disqualifications](#)

[Get your check code](#)

Your details

3. Select 'Get a code'.

Driving licence details

Your details	Vehicles you can drive	Penalties and disqualifications	Get your check code
------------------------------	--	---	-------------------------------------

Get a licence check code

You can get a check code to share your driving licence information with someone else, like your employer or a car hire company. You may need to do this if you want to hire a car.

You must also give them the last 8 characters of your driving licence number.

Your code will be valid for 21 days.

[Get a code](#)

Active codes

You have no active code(s) to view

Inactive codes

You have no inactive code(s) to view

4. You will now be shown a screen with your 8-character check code which is valid for 21 days from the date generated. Enter this code exactly as displayed (as it is case-sensitive) in section 1 of the driver declaration and authorisation form.

MOT and safety recall status check

Your manager will carry out this check with the Driver and Vehicle Licensing Agency (DVLA) using the registration number (as shown on the number plate), make, model and colour of the vehicle you are intending to drive at work, as provided by you in section 1 of the driver declaration and authorisation form.

Vehicle Excise Duty (road tax/car tax) check

Your manager will carry out this check with the Driver and Vehicle Licensing Agency (DVLA) using the registration number (as shown on the number plate), make and colour of the vehicle you are intending to drive at work, as provided by you in section 1 of the driver declaration and authorisation form.

Insurance cover check

To enable your manager to carry out this check, you will need to provide them with evidence from your insurer that the vehicle you will be driving at work is appropriately insured for business use that covers you for the types and purposes of journeys you will be undertaking at work.

Guidance for line managers

As described in [section 4](#) of this procedure, you are required to carry out and record checks for any member of your team who will be driving at work to ensure they are eligible to do so.

Driving licence check

Carry out and record licence checks for licences issued in Great Britain by following the steps below. For non-GB licences, rather than carrying out the steps below, instead ask to see the person's licence and check if it's valid for use in the UK at [gov.uk](https://www.gov.uk).

1. Ensure you have received a [driver declaration and authorisation form](#) from the driver with sections 1 and 2 completed, as you will need the last eight characters of the person's driving

licence number, and the eight character DVLA licence check code they have generated to enable you to check their licence status (guidance for drivers on generating a check code can be found [in the 'Guidance for drivers' section of this appendix](#)).

2. Visit gov.uk and select 'Start now'.

Check someone's driving licence information

You can use this service to check someone's driving licence information, for example, vehicles they can drive or any [penalty points](#) or [disqualifications](#).

This service is also available [in Welsh \(Cymraeg\)](#).

Check someone's driving licence online

You need:

- the last 8 characters of their driving licence number
- a check code from the driver

You must use the code within 21 days. You can only use the code once - you have to get another code to do another check.

Use a different service if you want to [view your own driving record or generate a check code](#).

Start now >

3. Enter the last eight characters of the driver's driving licence number, and the eight character check code exactly as provided (as this is case-sensitive) in the relevant boxes then select 'Check licence'.

Enter details

Driving licence number

Last 8 characters only. For example, 192GT2BD

[▶ I don't know the driving licence number](#)

Check code

This code is case sensitive. For example HbRhfp7g

[▶ How do I get a code?](#)

You should only use this service to check information shared with you in line with our [terms and conditions](#).

Check licence

4. You will be presented with a screen showing details of the driver's licence on which you should check that:

- the name shown matches that of the employee;
- they hold a current full licence;
- any endorsements listed do not exceed 11 points; and
- they are eligible to drive the vehicle they intend to drive at work (e.g. category A for motorcycles, category B for cars – further details on licence categories can be found [on the DVLA website](#)).

5. Enter an answer against the relevant question in section 3 of the driver declaration and authorisation form.

6. Record relevant details in the 'Driving licence details' section against the driver's profile on iTrent.

Driving licence details New

▼ MENU ↺ 🖨️ 📎

Licence details

Name on driving licence

Valid from

📅

Valid until *

📅

Date verified

📅

Licence number

Licence categories

A,B,BE,C1,C1E,D1,D1E

Issuing country

United Kingdom

▼

Disqualified

Currently disqualified

☐

Start date

MOT and safety recall status check

Carry out and record this check by following the steps below:

1. Ensure you have received a driver declaration and authorisation form from the driver with sections 1 and 2 completed, as you will need the registration number, make, model and colour of the vehicle they will be driving to enable you to complete this check.
2. Visit [check-mot service](#), enter the vehicle registration number, then select 'Continue'.

What is the vehicle's registration number?

Registration number (number plate)

For example, CU57ABC or ABC1234

Continue

3. This will bring up a page when you can see information about the vehicle including the make, model, colour, validity period of the vehicle's MOT and the safety recall status of the vehicle.

- Check that the vehicle make, model and colour match the details provided by the driver on the driver declaration and authorisation form
- Check that the vehicle has a valid MOT

Use the arrow next to 'Show' in the 'Check for vehicle recalls' section to expand the section and check whether the vehicle is subject to any outstanding safety recalls.

MAZDA 3

[Check another vehicle](#)

Colour
Blue

Fuel type
Diesel

Date registered
24 February 2015

MOT valid until
24 February 2025

[Get an MOT reminder](#) by email or text.

[Download test certificates](#)

If you think the MOT expiry date or any of the vehicle details are wrong: [contact DVSA](#).

[Show all sections](#)

MOT history
Check mileage recorded at test, expiry date, and test outcome
[Show](#)

Check for vehicle recalls
See if MAZDA 3 has outstanding recalls
[Show](#)

4. Enter answers against the relevant questions in section 3 of the driver declaration and authorisation form.

Vehicle Excise Duty (road tax / car tax) check

Carry out and record this check by following the steps below:

1. Ensure you have received a driver declaration and authorisation form from the driver with sections 1 and 2 completed, as you will need the registration number, make and colour of the vehicle they will be driving to enable you to complete this check.
2. Visit [check vehicle tax](#) and select 'Start now'.

Check if a vehicle is taxed

Find out if a vehicle has up-to-date vehicle tax or has been registered as off the road (SORN).

If you've applied for vehicle tax or a SORN, it can take up to 2 working days for the records to update once your application has been approved.

You'll need the vehicle's registration number (number plate).

This service is also available [in Welsh \(Cymraeg\)](#).

Start now >

on the vehicle enquiry service

3. Enter the vehicle registration number then Select 'Start now'.

Enter the registration number of the vehicle

Registration number (number plate)
For example, CU57ABC

Continue

4. This will bring up a page showing the registration number, make and colour of the vehicle. If these details match those provided on the driver declaration and authorisation form, select 'Yes' then select 'Continue'.

Is this the vehicle you are looking for?

Registration number	
Make	MAZDA
Colour	BLUE

☐ Yes ☐ No, search again

[Incorrect vehicle details?](#)

[Continue](#)

5. This will bring up a page confirming whether any applicable Vehicle Excise Duty has been paid for the vehicle.

✓ Taxed
Tax due:
1 February 2025

✓ MOT
Expires:
24 February 2025

6. Enter an answer against the relevant question in section 3 of the driver declaration and authorisation form.

7. Record relevant details in the 'Private vehicle details' section against the driver's profile on iTrent.

Private vehicle details New

▼ MENU ↻ 🖨 📎

Vehicle

Vehicle type *	
Vehicle registration *	
Start date *	📅
End date	📅
Make	
Model	
Engine size (cc) *	
CO2 Emission	
Colour	
Fuel type *	

Insurance cover check

Carry out and record this check by following the steps below:

1. Request that the driver sends you documentation from their vehicle insurer which states the insurance validity period and purposes of vehicle use for which they are insured to use the vehicle; this may be in the form of an insurance certificate or policy statement.
2. Check that the driver is insured to drive the vehicle for the purposes that are foreseeably required of them in their job role, then enter an answer against the relevant question in section 3 of the driver declaration and authorisation form.

3. Record relevant details in the 'Private vehicle details' section against the driver's profile on iTrent.

Default vehicle for expenses ☐

Insurance

Insurance checked ☐

Valid until 

[Save](#)

Driver declaration and authorisation form

1. Ensure that the employee has completed sections 1 and 2 of the form, and that you have completed section 3 of the form, then:

- If you have answered 'No' to any question in section 3, complete section 4 of the form to indicate that the person is not authorised to drive at work, along with the reason why [N.B.: if the person's role requires them to drive at work you must discuss this with the HR team]
- If you have answered 'Yes' to all questions in section 3, complete section 4 of the form to indicate that the person is authorised to drive at work

2. Email a copy to the fully completed form to:

- the driver you have authorised/not authorised to drive at work
- the [Human Resources team](#) to be saved against the driver's employee file

Appendix C: Frequently asked questions

General

Q. Is checking documents in relation to driving at work a legal requirement?

A. Under sections 2 and 3 of the Health and Safety at Work etc. Act 1974, employers have a legal duty to ensure, so far as is reasonably practicable, that employees and non-employees are not exposed to risk to their health and safety as a result of the employer's undertakings. Driving at work would be considered a part of the employer's undertakings and the checking and authorisation process described within this procedure is considered to be a reasonably practicable way to help the council discharge its legal duties.

Q. What happens if the process of completing the driver declaration and authorisation form has identified medical reasons indicating an employee should not drive and the employee refuses to accept they do not have authorisation to drive at work?

A. The manager will refer this matter to HR who will obtain advice from Occupational Health. Further information can also be found at [health conditions and driving](#).

Insurance cover (personal vehicles driven on council business)

Q. If an insurance company is going to charge for adding business insurance cover to the insurance policy, will the council reimburse the cost?

A. No. It is a condition of the scheme that business use cover is maintained, and financial support towards this is included within reimbursed travelling costs.

Q. If a driver has no business insurance can they still drive and not claim for mileage at work?

A. No. If someone is required to drive at work (remember that simply commuting to and from one normal place of work does not count as 'driving at work') they must have personal business insurance cover. Whether or not they claim mileage is irrelevant.

Q. Do staff need business insurance cover to travel to training courses?

A. Yes. Any driving for work purposes (excluding the commute to and from a person's normal place of work) is likely to be deemed as business use.

Q. What happens if a driver is driving the vehicle on another person's insurance (e.g. as a named driver on the insurance of a parent, partner, spouse, etc.)?

A. The driver must be noted on the insurance documentation as one of the people entitled to drive the vehicle, and the insurance documentation will also need to confirm that business cover is maintained in respect of the driver.

Q. If a member of staff is driven to a meeting by someone who is not a Luton Council employee, does the driver need business use?

A. The driver would not be driving on behalf of the council and as such the Driving at Work procedure would not apply to them. Insurance requirements would depend on the driver's personal/business circumstances.

Medical issues and medication

Q. Is it mandatory to have an eye test at periodic intervals?

A. No. In the UK a mandatory periodic eye test isn't required for all drivers, however it is crucial to have regular eye exams and to ensure your eyesight meets the required standards. Further details can be found at [driving eyesight rules](#).

Q. Will the council pay for an eye test in relation to driving at work?

A. No. The cost of an eye test is only reimbursed to employees who use display screen equipment more or less continuously on most days. No payment or reimbursement is applicable in relation to driving as it is the driver's legal responsibility to ensure their vision meets the required standards.

Q. Can an employee drive whilst taking medication?

A. It's illegal for someone to drive if either:

- they're unfit to do so because they're taking legal (for instance prescription or over-the-counter medication) or illegal drugs
- they have certain levels of illegal drugs in their blood (even if the drugs have not affected the person's driving)

Employees taking legal drugs who are not sure if they should drive should talk to their doctor, pharmacist or healthcare professional. Further details can be found at [gov.uk](#).