*We have a duty to ensure that our employees that drive for work are safe and you are referred to HSE Guidance on the same:* [*HSE eBulletin: New webpages on driving and riding safely for work (govdelivery.com)*](https://content.govdelivery.com/accounts/UKHSE/bulletins/2f01ef4)

*We have a system whereby working days and the driving required is set up in such a manner that it does not cause excessive driving and allows for you to take breaks from driving. Where necessary we will also provide overnight accommodation to facilitate and prevent excessive driving.*

*To that end we do not believe drivers are working long, irregular hours, which will result in them driving when they are excessively tired.*

***What you must do***

* *You have a duty to take reasonable care for your own health and safety and that of other people who may be affected by your actions at work, for example make sure you don’t drive tired or tell your employer if you are taking medication that may affect your ability to drive*
* *You must co-operate with your employment business and the end user where you are working, including participating in any necessary health and safety training and instruction*
* *It is your responsibility to use any vehicle provided in line with the training you receive, and to inform the person that provided the vehicle if it is damaged*
* *You must carry out checks as required to make sure your vehicle is safe to use on the road, is serviced, insured and has a valid MOT*

*We need you to maintain your vehicle in a safe and fit condition. Make sure your vehicle is safe to go on the road, by making sure:*

* *You undertake vehicle checks and take any actions needed.*
* *Planned and preventive maintenance is carried out in accordance with manufacturers’ recommendations. (An MOT certificate only covers basic defects and does not guarantee that a vehicle is safe).*
* *You inspect tyres and windscreen wipers regularly and you replace them when needed.*
* *You reporting defects in company vehicles or those hired by the company.*
* *Maintenance and repairs are carried out to an acceptable standard.*
* *You ensure you do not drive unsafe vehicles.*
* *You keep vehicles in a clean condition, with equipment and items stowed safely.*

*If you need to discuss anything further please contact NAME in the first instance.*