



Minimum Driver Standards

- Before you require any employees to undertake driving tasks as part of their job, make sure that they are suited to the driving tasks you want them to complete.
- A driver must be fit to drive.
- Checks of driving entitlement/licences must be carried out regularly (6 monthly).
- Fully train your drivers in all relevant aspects of their jobs. Consider refresher training to ensure that drivers will maintain a high level of performance over a prolonged period of time.
- Adequate training must be provided if the driver is required to drive a new type of vehicle.
- Supplement your policy document with written instructions, training sessions or group meetings to ensure your drivers are aware of the company policy on driving for work and what is expected from them.

<http://www.dft.gov.uk/drivingforwork/>