Business Driving Policy

Applies to	All employees who use their own vehicle for business purposes
Policy owner	Operations Manager
Version	1.0
Last reviewed	05/08/2026
Next review	20/07/2027

This policy sets out your obligations when using your vehicle for business, how mileage is reimbursed, and the driving standards we expect.

For general business travel arrangements and accommodation, please refer to the Travel & Accommodation Policy.

This policy does not form part of your contract of employment. We reserve the right to amend this policy.

1. Your obligations when using your vehicle for business

If you use your own vehicle for business purposes, the following obligations apply:

Driving licence

You must hold a valid UK driving licence at all times. You must provide a copy of your licence on request. If you receive any driving convictions, penalty points or endorsements, you must notify us without delay. If you lose your licence for any reason, you must tell us immediately - this may affect your ability to carry out your role.

Insurance

You are responsible for ensuring your vehicle is insured for business use. Standard social, domestic and pleasure insurance is not sufficient for driving on company business. You must hold a policy that includes business use cover and must be able to provide evidence of this on request.

Roadworthiness

Your vehicle must be kept in a roadworthy condition at all times. It must have a valid MOT where required, be properly taxed and be regularly serviced in line with the manufacturer's recommendations.

Tax obligations

You may be able to claim tax relief on business mileage over and above the approved mileage rates - you should seek independent advice from HMRC or a tax adviser if you wish to do so.

2. Mileage reimbursement

We will reimburse you for business mileage in your own vehicle at HMRC's approved mileage allowance payment (AMAP) rates, or such other rate as may be agreed with you in writing. The current rates are:

- Cars and vans: 55p per mile for the first 10,000 miles in the tax year, 25p per mile thereafter
- Motorcycles: 24p per mile
- Bicycles: 20p per mile

To claim mileage reimbursement, you must submit a mileage claim to the Operations Manager with the date, destination, purpose of journey and miles travelled. Claims should be submitted with your expenses.

We will not reimburse travel between your home and your normal place of work - this is ordinary commuting and is your own cost.

HMRC mileage rates

- Current approved mileage rates: www.gov.uk/expenses-and-benefits-business-travel-mileage
- These rates are reviewed by HMRC periodically. The link above always shows the current applicable rates.

3. Driving standards

The following standards apply whenever you are driving for business purposes, whether in your own vehicle or a hire car:

- never use a hand-held mobile phone while driving - hands-free is permitted but use it with care
- never drive under the influence of alcohol or drugs - doing so may result in disciplinary action up to and including dismissal
- always drive with due care and attention and in compliance with the Highway Code
- do not drive if you are fatigued - take a break
- do not smoke or vape in a hire vehicle or in your vehicle when carrying a colleague or client
- comply with speed limits and all other traffic laws at all times

You are personally responsible for any fines, penalties or charges arising from your driving or parking. We will not pay these on your behalf.

4. Accidents and incidents

If you are involved in a road traffic accident while driving on business, you must:

- follow the legal requirements at the scene - exchange details, report to police where required
- notify us as soon as practicable
- notify your insurer in accordance with your policy terms
- not admit liability to any third party

5. If your driving entitlement changes

If at any time you lose your driving licence, are disqualified from driving, or your licence is suspended or restricted, you must tell us immediately. Depending on the requirements of your role, this may affect your ability to carry out your duties and may have implications for your employment. We will discuss the position with you as soon as possible.

6. Hire vehicles

Where business travel requires a hire vehicle rather than your own, approval must first be obtained from your Director. You can ask your Office Manager or Team Support to organise or alternative employees may arrange hire directly and claim the cost as an expense. Aim to do a cost comparison exercise to do what you can to ensure a competitive price.

You must comply with all terms of the hire agreement and return the vehicle in the condition in which it was collected. You are responsible for any damage, fuel charges or excess mileage charges resulting from your use.

8. Breaches of this policy

Breaches of this policy will be handled under our Disciplinary Policy. Driving under the influence of alcohol or drugs, using a hand-held mobile phone while driving, or other serious breaches may result in dismissal.

9. Questions and administration

The Operations Manager is responsible for administering this policy. If you have any questions about mileage reimbursement or any aspect of this policy, please speak to your line manager or contact emmaalford@ansteyhorne.co.uk.

Related policies: Travel & Accommodation Policy - Disciplinary Policy - Data Protection Policy - Expenses Policy

This policy does not form part of any contract of employment.