



Vehicle Use, Alcohol, Drugs & Smoking Policy

1. Policy Statement

Hughes Driver Training is committed to ensuring the safe, lawful, and responsible use of vehicles, and to maintaining a workplace and training environment free from the risks associated with alcohol, drugs, and smoking.

All staff, contractors, and learners must follow this policy to protect themselves, others, and the reputation of the company.

2. Scope

This policy applies to:

- All employees, contractors, and learners operating company vehicles or using their own vehicles for company business.
 - All work-related activities, including training sessions, site visits, and travel between locations.
 - All company premises, vehicles, and designated work/training areas.
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3. Vehicle Use

- Only authorised and licensed drivers may operate company vehicles.
 - All drivers must provide a valid copy of their driving licence and notify the company of any changes, endorsements, or disqualifications.
 - Complete daily vehicle safety checks before use, reporting any defects or safety concerns immediately.
 - Follow all road traffic laws, speed limits, and load restrictions.
 - Company vehicles must be kept clean, tidy, and fuelled as required.
 - Report all accidents, incidents, or damage immediately to your line manager or the fleet manager, regardless of severity.
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4. Alcohol & Drugs

- Zero tolerance for alcohol or illegal drugs while at work, training, or driving a company vehicle.
 - Employees and learners must not be impaired by any substance — prescription or over-the-counter medication included — that could affect driving ability or work performance.
 - Random and “for cause” testing may be carried out where there is reasonable suspicion of impairment.
 - Refusal to take a test when requested will be treated as a breach of this policy.
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5. Smoking & Vaping

- Smoking and vaping are strictly prohibited inside all company vehicles and buildings.
 - Smoking or vaping is only permitted in designated outdoor areas away from building entrances, training areas, and fuel storage.
 - Dispose of cigarettes and vaping materials safely and responsibly.
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6. Breaches of Policy

- Employees: breaches may result in disciplinary action up to and including dismissal.
 - Learners: breaches may result in removal from the training programme and withdrawal of funding.
 - Serious breaches involving driving offences, alcohol, or drugs may also result in police involvement and legal action.
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7. Monitoring & Review

This policy will be reviewed annually or sooner if changes in legislation, operational requirements, or safety concerns arise.

V1 - Document Owner: Rosie Richardson
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Next Review Date: Sept 2026