

Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”



Deafblind Scotland Driving Licence Policy

The Company reserves the right to conduct regular checks and therefore your licence should be produced when requested by your Line Manager.

In circumstances where you are disqualified from driving, and a significant proportion or all of your duties require you to hold a valid driving licence, Deafblind Scotland may consider your suitability for continued employment.

The Company should be advised **immediately**, should there be any modifications to your driving situation (i.e. endorsements or penalty points). You will be liable for all penalties or fines incurred. If any change is not advised to the Company, you will solely be responsible for all expenses incurred relating to damage sustained within an accident. Any updated copy of your licence should be given to management.

If you drive for work reasons — whether in your own or our vehicle:

- you must show us your driving licence whenever we ask;
- you are reminded to take regular breaks when driving;
- you must not drink alcohol driving your own car for work reasons.

If you are found driving for working reasons after drinking alcohol (even if you are below the legal limit), then you will be subject to action under our Disciplinary Procedure.

Insurance If you use your own vehicles for travelling on business, then you must give your Manager a copy of your car insurance policy, confirming cover for the use of that vehicle on our business, and evidence of renewal of cover. You will not be entitled to claim your travelling expenses until a valid copy of your insurance certificate is received.

Accidents and motoring offences

You must also tell us:

- about any accidents you are involved in when driving for work reasons
- if you have been, or are being, prosecuted for any motoring offence that may result in a fine, points on your licence or disqualification.