Community Counts
Milnbank
Housing Association
53 Ballindalloch Drive, Glasgow G31 3DQ

TO:	MHA Board
PREPARED BY:	Mark Smith (Director of Asset Management)
SUBJECT:	COMPANY VEHICLES POLICY
DATE OF MEETING:	10 March 2026
APPROVED BY:	Paul Martin (CEO)
Version Number:	1
Date of Latest Version:	February 2026

VEHICLES POLICY

HAPPY TO TRANSLATE

If you have difficulty with reading this policy, including any difficulties with sight or hearing, or if you require this document translated into another language, please contact us and we will be happy to provide this information in a format that suits your needs.

MS/FEBRUARY.2026/REF P45

VEHICLES POLICY

CONTENTS

1. MHA's Strategic Objectives
2. MHA's Values
3. Regulatory & Legislative Compliance
4. Policy Introduction
5. Key Legal Requirements
6. General Requirements
7. Reporting and Investigating Incidents
8. Driver Safety
9. Vehicle Safety
10. Vehicle Maintenance
11. Allocation of Company Vehicles
12. Traffic Management Plan at Sannox Gardens
13. Principles Training & Development Policy
14. Journey Safety
15. Risk Assessment
16. Equality & Human Rights
17. Data Collection
18. Monitoring & Review of Policy

1 MILNBANK HOUSING ASSOCIATION (MHA) STRATEGIC OBJECTIVES

MHA's mission is to provide excellent homes and services in a thriving community. We believe that people living in the MHA community should:

- Have warm, safe, and affordable homes, and receive excellent services from MHA.
- Live in neighbourhoods that are clean and well cared for, with real community pride.
- Have access to opportunities and services that promote a good quality of life.

2 MHA's VALUES

Working as 'One Milnbank' so that we offer the same quality of services, support and housing to all tenants and residents.

3 LEGAL & REGULATORY COMPLIANCE

The Board leads and directs MHA to ensure good outcomes for its tenants and other service users. The Scottish Housing Regulator's Regulatory Framework Financial & Regulatory, Standard 6 states that the governing body and senior officers have the skills and knowledge they need to be effective. MHA adheres to all relevant legal employment requirements associated with this policy.

4. POLICY INTRODUCTION

4.1 Milnbank Housing Association (MHA) has a safety policy on the use of vehicles by employees for business purposes to ensure that vehicles are considered in the same terms of safety as other places of work.

This policy applies to any employee who drives vehicles, rides a motorcycle or bicycle at work. It also applies to those using their own vehicles for work purposes.

4.2 MHA has a combination of owned and leased vehicles that are used by the In-house Joiner, Painters, and Estates Teams. The purpose of providing vehicles to these employees is to help ensure the delivery of an efficient repairs and estates service.

This Policy also details both the administrative process and the working practices to be adopted regarding the use of vehicles owned or leased by the Association.

4.3 MHA may be liable to prosecution where they "cause or permit" a person to drive a vehicle that is in; a dangerous condition, or; without a valid licence, or; without valid insurance.

References

1) Control of Substances Hazardous to Health (COSHH) Regulations 2002, as amended
2) Health & Safety at Work etc. Act 1974
3) Management of Health & Safety at Work Regulations 1999, as amended
4) Personal Protective Equipment at Work Regulations 1992, as amended (PPEWR)
5) Provision and Use of Work Equipment Regulations 1998, as amended
6) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
7) Road Traffic Act 1988
8) Road Vehicles (Construction and Use) Regulations 1986
9) The Pedal Bicycles (Safety) Regulations 2010
10) The future of fleet: Managing electric vehicle safety, Royal Society for the Prevention of Accidents (RoSPA)
11) Code of Practice for Electric Vehicle Charging Equipment Installation, 5th edition, The Institution of Engineering and Technology (The IET)

5. KEY LEGAL REQUIREMENTS

Employers have duties under Health & Safety law for on-the-road work activities. The Health & Safety at Work etc Act 1974 (HSW Act) states employers must ensure, so far as reasonably practicable, the health, safety and welfare of all employees while at work. Employers must also ensure that 'others' are not put at risk by their work-related driving activities.

Commuting to work is not generally classified as driving for work, except where someone's journey starts from their home and they are travelling to a work location that is not their normal place of work. Health and safety law does not apply to commuting.

The police and the Driver and Vehicle Standards Agency (DVSA) enforce road traffic law. It places duties on transport managers, operators, and consignors to ensure that:

a. vehicles are in good mechanical condition
b. drivers are fit and competent to drive their vehicles
c. passengers or loads carried on or in those vehicles are carried safely

If an employee is killed while driving for work purposes, and there is evidence that serious management failures resulted in a 'gross breach of a relevant duty of care', the company or organisation could be at risk of being prosecuted under the Corporate Manslaughter and Corporate Homicide Act 2007

Definition

"Vehicle" – any mode of transport that is used for work purposes and includes:

Cars	Vans, Mini-bus, Lorries	Motorcycles
Bicycles	Off-road Plant	Public transport, Taxi

6. GENERAL REQUIREMENTS

6.1 Staff using vehicles on company business should adhere to good driving practices, in accordance with the Highway Code.

It is expected that driving will be required in all types of weather and driving conditions. Employees are required to drive in a safe, lawful and efficient manner at all times.

6.2 Drivers must not use handheld mobile telephones or any other communications devices unless the vehicle is parked in a safe location and the engine is switched off. Drivers can use devices with hands-free access, as long as they are not held at any time during usage. Devices must not block a drivers view of the road and traffic ahead. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

6.3 In the event of an accident or emergency situation, drivers will not attempt to deal with any situation unless they have been specifically trained and making a personal judgment, believe that it would be safe to do so. Drivers will make a personal judgment on whether to contact the emergency services or road recovery firm but will, on all occasions, report details to senior staff as soon as is reasonably practicable. All staff will co-operate with emergency services involved in an incident.

6.4 Where relevant, electric and hybrid vehicles will be included in this policy and specific consideration will be made of the differences between electric/hybrid and petrol/diesel vehicles. This will include:

- Electrical safety considerations;
- Range and charging limitations;
- Vehicle performance and features;
- Considerations for breakdowns and jacking;
- Battery care

7 REPORTING AND INVESTIGATING INCIDENTS

7.1 Any accidents, incidents and near misses will be reported, investigated by senior staff and recorded on an accident report form and in the accident book.

7.2 Incidents will be investigated to identify underlying causes and to determine whether any controls or changes are needed.

7.3 Performance can be monitored and regularly audited such as through the use of telematics devices.

7.4 This policy will be regularly reviewed to ensure it is effective and being implemented.

7.5 Damage to a company vehicle must be reported to the Estates Officer immediately using the Notification of Damage form *Appendix 7.5.1*. If required, a written report *Appendix 7.5.2* detailing the circumstances in which a vehicle suffered damage will be submitted to the Association's insurance company.

7.6 Damage caused by the negligence of an employee may result in the employee being held liable for the cost of repairs. Employees will be required to pay the insurance excess following a claim for damage to a company vehicle caused by negligence. Costs will be deducted from salary based upon an agreed method of payment between the employee and Management.

7.7 A pro-forma card is placed in all company vehicle which provide details of MHA's insurance company and policy details for use in the event of an accident with another vehicle.

7.8 Under no circumstance must an employee provide any other vehicle with a towing facility using a company vehicle.

8 DRIVER SAFETY

8.1 All employees required to drive an organisation motorised vehicle must have a valid driving licence valid for the type of vehicle to be driven, and complete the "Vehicle Declaration" at *Appendix 8.1*, and countersigned by the line manager following visual verification of relevant documentation. The organisation will carry out and record annual driving licence checks using the DVLA website.

https://www.gov.uk/check-driving-information

8.2 All employees will inform their Line Manager/Health & Safety Administrator immediately should they become aware of any reason as to their ability to operate a vehicle safely, or changes to documentation/information provided at 1) above.

8.3 Employees should not attempt to drive when feeling tired, unwell or under the influence of alcohol/drugs. Employees are responsible for identifying side effects of medicines, both prescribed and over the counter.

8.4 Drivers should ensure an adequate means of communication is available on all excursions.

8.5 Seatbelts must be worn at all times when fitted.

8.6 It is advised that lanyards including company ID badges and keys attached to lanyards are not worn while driving. In the event of an accident these can cause personal injury.

8.7 Drivers are encouraged to attend an eye and eyesight test at least every two years which is available free in Scotland under the NHS. If a driver experiences any significant issues with their eyes, they should attend an optician as soon as is possible and refrain from driving.

8.8 Drivers and riders will be made aware of company policy on work-related road safety. This can be done through utilising:

a) written instructions and guidance
b) drivers' handbooks
c) training sessions
d) induction
e) group meetings including toolbox talks

8.9 Workers will be provided with appropriate training, where necessary.

8.10 Employees will be made aware that using a handheld mobile phone while driving for calls, texting, web-browsing, taking photographs or videos increases the likelihood of a collision and is an offence under the Road Traffic Act.

8.11 It is recommended that the use of hands-free devices is actively discouraged. Engaging in phone conversations while driving, even on a hands-free system, can significantly distract the driver and is a recognised contributing factor in road traffic accidents.

8.12 In accordance with the Transport (Scotland) Act 2001, drivers of company vehicles must not misuse bus lanes. In the event that any fines are issued for this public bye-law offence, the employee will be required to meet the costs in full.

8.13 In accordance with the Smoking, Health & Social Care (Scotland) Act 2005, smoking by the Driver and any passenger is strictly forbidden at all times whilst using a company vehicle. Any breach of this Law will result in disciplinary action being taken.

8.14 An employee under the influence of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, and where this has the potential to effect their fitness to drive, will result in disciplinary action being taken against them. Under the Contract of Employment, such occurrences will be deemed gross misconduct and will normally result in the employee's suspension pending a disciplinary hearing. Should evidence be established that an employee was in charge of a company vehicle while under the influence of alcohol or drugs, this will normally result in dismissal.

9 VEHICLE SAFETY

9.1 The organisation has a number of vehicles available for use. The vehicle will be subject to regular maintenance and fitted with appropriate safety equipment, e.g. fire extinguishers and first-aid kits.

9.2 Vehicle users should carry out pre-user checks prior to each journey. Motor vehicle users should utilise the template at *Appendix 9.2.*

9.3 In addition to pre-user checks, monthly vehicle checks will be carried. An example template can be found at *Appendix 9.3.*

9.4 Noticeable irregularities in company vehicles' performance should be reported to your line manager and Health & Safety Administrator.

9.5 All reported vehicle defects will be dealt with promptly. Any vehicle with a defect making it unsafe will be taken off the road immediately until a repair has been carried out.

9.6 The organisation will arrange planned and preventive maintenance in accordance with manufacturers' recommendations. An MOT certificate only covers basic defects and does not guarantee that a vehicle is safe.

9.7 The image of the Association is influenced by the cleanliness and appearance of its vehicles. Employees must ensure that the company vehicles are washed and cleaned as often as is necessary.

9.8 Any material which may be deemed or expressions of being inappropriate, or offensive must not be displayed in the company vehicle. Examples of this include: All football related colours, religious or political materials, inappropriate slogans, logos and images.

9.9 The safety and security of the vehicle, its passengers or loads is the responsibility of the driver. Employees are also responsible for the use and safe-keeping of any belts, straps, chains or ropes used to secure loads. An adequate supply of these should be retained for loads such as materials uplifted from suppliers. All loaded goods must be distributed and secured to prevent movement that could damage the vehicle or cause a nuisance or danger to other road users or pedestrians.

9.10 Company vehicles must be locked when left unattended. Tools and/or materials must not be left in unattended vehicles. Employees are advised that in the event of theft of tools/materials that are left in a company vehicle unattended during the working day may not be covered by MHA's insurance policy. Employees are advised that if loss is incurred due to an employee's negligence, they may be charged for the cost of tools/materials via a reduction from their salary.

9.11 Employees are not permitted to carry passengers in Company vehicles except for colleagues or Officers of the Association on MHA business.

9.12 Company vehicle engines must not be left running whilst stationary. In the event that any fines are issued for this public bye-law offence, the employee will be required to meet the costs in full.

10 VEHICLE MAINTENANCE

10.1 The costs of maintaining and repairing the Association's vehicles will normally be met by MHA where such costs arise through normal use of the vehicle. All vehicles are serviced annually, and drivers must liaise with the Estates officer about the scheduling of vehicle services or repairs to enable alternative arrangements to be made in order that service is not adversely affected.

10.2 At the end of any lease for a Company Vehicle a vehicle inspection will be conducted. In the event that damage has been caused through user negligence, normal wear and tear being excluded, the reinstatement costs may be charged to the employee. The Association shall conduct a full investigation prior to any employee being charged for damages.

10.3 Each Company vehicle is issued with a fuel card, to be used at a local filling station and must be used solely to provide fuel for the company vehicle. Receipts for purchases must be handed into the Estates Officer.

10.4 The Diesel Partical Filter (DPF) is part of the exhaust and controls the 'soot' that would otherwise be expelled from the system. The filter collects a certain amount of these harmful deposits and then burns them off at an extremely high temperature (450 degrees c). In normal driving this will happen without you being aware but on continued short journeys the particles can build up and remain 'stuck' in the system. It's at this point the warning light will come on and your intervention is required.

10.4.1 Clean, clear and regenerate the system – You should drive your vehicle for approximately 15 minutes in a lower-than-normal gear and is best done on a motorway or A road but not at peak times

10.4.2 Do not ignore the light – If you do not take any action the filter will continue to block and when it reaches capacity it will not be able to clean itself and will have to be taken off the road and handed to the dealership. It will be noted as driver negligence and will not be covered under warranty.

11 ALLOCATION OF COMPANY VEHICLES

MHA operates a pool of company vehicles for use during the working day. This operates for employees on the following basis:

MHA provide company vehicles for the In house Joiner, Painter and Estates Team.This means that the use of the company vehicles are for work purposes only during normal working hours and they must be parked at Sannox gardens at the end of each day. No personal use of the vehicle during lunch breaks or to and from work is allowed as this would be regarded as a benefit in kind and therefore taxable by HM Revenue & Customs (HMRC).

12 TRAFFIC MANAGEMENT AT SANNOX GARDENS DEPOT

For the purposes of traffic management within the yard, the following measures to control risks have been identified and should be adhered to at all times:

- All vehicles entering the site should do so as per the one way system in operation via Alexandra Park.
- Speed limit in this area should be adhered to at all times– dead slow 5mph – pedestrians use this area – when entering the park road turn on hazard lights.
- Whilst parked, a clear way should be left for other vehicles accessing the yard. Designated areas for loading/unloading are marked.
- No engines to be left running whilst in the yard.
  No parking within the park walkways at any time – this is a public walkway. Parking is available off street in Sannox Gardens.

13 ELECTRIC AND HYBRID VEHICLES

13.1 There are three types of electric and hybrid vehicles:

- Battery Electric Vehicle (BEV) – use a large capacity battery and electric motor to drive the vehicle. The battery needs to be charged from the electricity supply network when the vehicle is not in use.
- Hybrid Electric Vehicle (HEV) – use two sources of power (internal combustion engine and battery) automatically with the vehicle braking systems used to charge the battery.
- Plug-In Hybrid Electric Vehicles (PHEV) – charges battery directly from the electrical supply network

13.2 Battery electric vehicles require high voltages to charge the battery.

13.3 If the organisation has installed, or is planning to install, charging points at the workplace premises, these should be installed in accordance with the IET Code of Practice for Electric Vehicle Charging Equipment Installation.

13.4 Installations should be undertaken by a competent organisation. The Office for Zero Emission Vehicles contains a list of authorised installers which can be accessed here: https://www.gov.uk/electric-vehicle-chargepoint-installers.

13.5 Charging points must be subject to regular and appropriate inspection and maintenance in line with the manufacturer's recommendations.

13.6 If a charging point is installed in the premises, the Fire Risk Assessment (FRA) should be updated to take into account:

- The location of charging points
- When charging is likely to take place (e.g. overnight)
- Means of monitoring for fire and explosion in charging point area
- Whether premises will be unoccupied during charging
- Potential for arson

13.7 Employees using electrical vehicles for work purposes, whether they are using public charging points or those installed at the work premises, must be self-trained on the safe use of charging points.

13.8 Employees using electric vehicles for work-related driving should be provided with familiarisation training to get used to the differences associated with driving electric vehicles. This should include:

- Differences in performance and power
- Acceleration and throttle use
- Increased vulnerability of pedestrian/other road users due to less engine noise
- Increased braking distances due to heavier vehicles
- Battery range/efficient driving
- Journey planning to take account of battery range, availability of charging points and charging times
- Signs and symptoms of battery faults and damage and what to do

14 JOURNEY SAFETY

14.1 Vehicle use will only be carried out where considered necessary in accordance with business need.

14.2 Journeys will be scheduled to a realistic timetable and will take into account the need for adequate rest periods and access to welfare facilities. The Highway Code recommends that drivers and riders should take a 15 minute break every 2 hours.

14.3 Journey times will be calculated taking into account safe driving and riding within the speed limit. This will also include allowing time for heavy traffic, red lights, road types and conditions. Drivers should not feel under pressure to take unnecessary risks, such as exceeding safe speeds, to meet agreed arrival times.

14.4 The organisation will monitor weather conditions, in the event weather conditions are considered unsafe, journeys using Company vehicles will be re-scheduled.

14.5 Drivers using Company vehicles will not be pressured to complete journeys where weather conditions are exceptionally difficult. Drivers and riders will be supported if they need to cancel a journey because of the weather conditions.

14.14 Where possible, journeys should be planned to avoid peak traffic flow and account for seasonal variations on routes.

15 RISK ASSESSMENT

The organisation will carry out an occupational driving risk assessment where vehicles are used for business purposes. The depth and complexity of the assessment will depend upon the extent and nature of the actual

driving operations carried out and the type of vehicle involved. The risk assessment will consider the following issues:

a) Driver – competency, skill, training, ability, age, sensory impairment, experience, attitude, maturity, driving record, language barriers, posture, mental health, stress, fatigue, fitness and health, eyesight and eyesight tests, reporting of health concerns, PPE, driving under influence of alcohol, driving under influence of illegal drugs or substances of abuse, smoking in vehicles, use of mobile phones, familiarity with vehicle, driving under influence of prescribed drugs, eating and drinking in vehicles, attending to radio or satnav, personal security getting to and from car, lone working, seatbelts, obeying highway code.

b) Vehicle – suitability, condition, safety equipment, safety critical information, ergonomic considerations, maintenance, familiarity with vehicle, loads to be carried, securing of loads, safety specifications, defect identification and correction, refuelling.

c) Journey – routes, appropriateness of route for vehicle type, scheduling, time allocated to travelling, time of travel, distance, weather conditions, road types, speed limits, familiarity with route, breaks.

d) Emergency – incidents, accidents, breakdown, recovery, road rage incidents, carjacking, first aid procedures, emergency procedures.

e) Carrying of passengers – distraction, conversation, number of passengers, ensuring their safety by wearing of seatbelts at all times whenever available.

f) Inclement Weather (i.e. snow, fog or high winds) – plan the journey, adjust the times and routes to take account of poor weather conditions. Vehicles properly equipped to operate in poor weather conditions i.e. anti-lock brakes, winter tyres fitted, windscreen washer fluid. Divers understand how to reduce road risk i.e. reduce speed, put on fog lights, etc.

g) Stress – employers have a legal duty to protect workers from stress at work by doing a risk assessment and acting on it. Recognising the signs of stress will help employers to tackle the causes before they lead to ill health. The earlier a problem is tackled, the less impact it will have on your business.

16 EQUALITY & HUMAN RIGHTS

MHA's is committed to equal opportunities, and we will respond to the different needs and service requirements of individuals, and we will not discriminate against any individual for any reason outlined in Equality & Human Rights Legislation.

15 DATA COLLECTION

MHA will manage all personal data in accordance with our obligations under the GDPR regulations and the Association's Policy.

16 POLICY MONITORING & REVIEW

The Vehicle Policy be reviewed by the Board on a two-yearly basis or as necessary should changes to Employment Law, driving regulations or EVH guidance arise.

APPENDIX 7.5.1 NOTIFICATION OF DAMAGE TO A COMPANY VEHICLE

To be completed by the Staff member involved in accident:

DATE OF DAMAGE:	
EMPLOYEE:	
VEHICLE REG. NO:	
TIME & PLACE OF INCIDENT:	
DETAILS OF DAMAGE:	
3RD PARTY DETAILS:	
SIGNED: DATE:	

To be completed by the Estates Officer:

INCIDENT SUBJECT TO AN INSURANCE CLAIM?	
DATE NOTIFIED INSURERS:	
INSURANCE CLAIM REF NUMBER:	
CLAIMS DEPARTMENT TELEPHONE NO:	
WINDSCREEN DAMAGE CONTACT:	
REPAIRS DAMAGE CONTACT	
REPORTED TO TEAM MEETING:	
SIGNED: DATE:	

APPENDIX 7.5.2 INSURANCE MOTOR ACCIDENT FORM

bruce stevenson
Insurance Brokers

MOTOR ACCIDENT REPORT FORM

1. Insured

Full name: .....

Address in full: .....

.....

Postcode ..... Contact Telephone No. .....

Policy No. ..... VAT registered? YES / NO

2. Driver or person last in charge

Full name ..... Date of Birth .....

Address .....

.....

Postcode ..... Occupation: .....

Licence details

Type of Licence ..... Date passed test: .....

Has the driver (or person last in charge):

		If 'YES', please give details
Been convicted of any motoring offence, or incurred a fixed penalty in the past 5 years, or have any prosecutions pending?	YES / NO	
Any physical or mental infirmity, defective vision, epilepsy, diabetes or any heart complaint?	YES / NO	

3. Vehicle

Make ..... Model ..... Colour .....

Reg No. ..... Year ..... Mileage .....

Who is the legal Owner? .....

Any Hire Purchase or leasing agreement? YES / NO

For what purpose was the vehicle being used? .....

4. Damage

Please provide brief details of damage .....

Do you wish to make a claim for the damage to your own vehicle? YES / NO

APPENDIX 8.1 VEHICLE DECLARATION FORM

For Users of Company Vehicles	
I have a full and valid drivers licence	
I will report any faults/damage to the vehicle to the Health & Safety Administrator as soon as possible	
I know of no adverse health effects that may affect my ability to drive	
I am aware of the arrangements in place for obtaining assistance should the vehicle break down	
I am aware of the location of the safety equipment in the vehicle and know how to use it (having received appropriate training where required)	
I will not use my mobile phone whilst driving including via a hands-free kit	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator	

For Users of Personal Vehicles on Company Business	
I have a full and valid driver's licence	
My vehicle is insured for business use, has a current MOT and is Road Taxed	
I will maintain my vehicle in a roadworthy condition at all times	
I know of no adverse health effects that may affect my ability to drive	
I have/do not have (delete as appropriate) vehicle breakdown cover. Should I not have breakdown cover, I will be responsible for any costs associated with the repairing/pick up of my vehicle should it break down.	
I will not use my mobile phone whilst driving including via a hands-free kit	
I understand that I may be held liable should any of the above points no longer apply and I have not reported this to the Health & Safety Administrator	

Employee Signature		Date	
Supervisors Signature[1]		Date	

[1] Signing confirms evidence has been provided that confirms valid licence, insurance, MOT and Tax has been witnessed

APPENDIX 9.2 BEFORE USE VEHICLE CHECK FORM

Vehicle Registration No._____ Vehicle Make & Model _____

Item	Date	Date	Date	Date	Date	Date
Walk Round						
Visual checks for body work damage						
Tyres						
Fluids						
Fuel level/Battery level						
Interior						
Load secured (if applicable)						
Seat Adjustment Mirror Adjustment						
First Aid Kit						
Function Checks						
All Lights						
Washer and Wipes						
Horn						
Brakes						
Electric Vehicle Checks						
Battery Level						
Charging Cable						
Driver Details						
Odometer reading						
Name of Vehicle user						

All the items above have been checked and any defects and omissions reported

APPENDIX 9.3 BEFORE USE VEHICLE CHECK FORM

Vehicle Registration No._____ Vehicle Make & Model_____

Vehicle User_____Date_____ Odometer Reading_____

Item	√ = Satisfactory/Available X = Defective/Missing N/A = Not Applicable	Comments
External		
Condition of vehicle bodywork, windscreen, windows and lights		
Condition of windscreen wiper blades		
Cleanness of windscreen, windows, mirrors, lights and number plate		
Condition of tyres, tyre pressure, tyre wear		
Fluids		
Engine Oil Level		
Coolant Level		
Brake Fluid Level		
Steering Fluid Level		
Windscreen Wash Level		
Oil or Waste Leaks		
Fuel Level		
Interior		
Availability of spare wheel, jack and locking nut		
Load secured		
Condition and Function of Seat Belts		
Head Restraint Adjustment Mirror Adjustment		
First Aid Kit		
Fire Extinguisher		
Warning Triangle		
Function Checks		
All Lights		
Washer and Wipes		
Horn		
Brakes		

All the items above have been checked and any defects and omissions reported

Employee Signature	Date

Milnbank Housing Association
Equality Impact Assessment Tool

Name of the policy / project proposal to be assessed	Vehicle Policy	Is this a new policy /proposal or a revision?	Revision
Person(s) responsible for the assessment	Mark Smith – Director of Asset Management		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	Safety policy on the use of vehicles by employees for business purposes to ensure that vehicles are considered in the same terms of safety as other places of work. This policy applies to any employee who drives vehicles, rides a motorcycle or bicycle at work. It also applies to those using their own vehicles for work purposes.		
2. Who is intended to benefit from the policy/ proposal? *(e.g. applicants, tenants, staff, contractors)*	All staff members.		
3. What outcomes are wanted from this policy/ proposal? *(e.g. the benefits to customers / benefit to staff)*	Milnbank Housing Association (MHA) has a safety policy on the use of vehicles by employees for business purposes to ensure that vehicles are considered in the same terms of safety as other places of work. This policy applies to any employee who drives vehicles, rides a motorcycle or bicycle at work. It also applies to those using their own vehicles for work purposes.		

4. Which protected characteristics could be adversely affected by the proposal? (*tick all that apply*) - **None**

☐ Age ☐ Race ☐ Disability ☐ Marriage & civil partnership ☐ Pregnancy / Maternity

☐ Religion or belief ☐ Sex ☐ Gender reassignment ☐ Sexual Orientation

5. Which other characteristics could be adversely affected by the proposal? (*tick all that apply*) - **None**

☐ Socio-economic ☐ Geographic Location ☐ Literacy & Numeracy ☐ Carers ☐ Migrant Status

☐ Single Parents ☐ Families ☐ Other (including Human Rights), please state: Policy is inclusive of all individual needs

6. Have you consulted on the potential impacts of the policy/proposal? (this could be internally with other staff, or externally with customers, focus groups etc)

☐ Yes ☒ No

If yes, provide further details, of who was consulted:

7. Describe the likely positive or negative impact(s) the policy/proposal could have on the groups identified in part 4 & 5.	**Positive impact(s)**	**Negative impact(s)**
	Safe use of vehicles.	N/A
8. What actions are required to address / mitigate the impacts arising from this assessment? *(This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts).*	Relevant records kept for MHA vehicle repairs and any accident involving MHA vehicles or staff member using own vehicle for work purposes.	
Decision / Outcome (Pending Committee Approval)	☒ Approved, no changes required (no impact) ☐ Approved after changes made ☐ Approved with no changes (despite impact) ☐ Stop the Policy . Proposal	

Signed: Mali Smith Job title: Director of Asset Management

Date the Equality Impact Assessment was completed: 11th March 2026