

Fleet Policy & Licence Checking Checklist



General Fleet Policy

- ☐ Clearly define business vehicle usage rules
- ☐ Include both company-owned and grey fleet vehicles
- ☐ Specify roles and responsibilities (Fleet Manager, HR, Line Managers)
- ☐ Outline acceptable and unacceptable driver behaviours
- ☐ Address mobile phone use, speeding, seatbelt policy, and fatigue
- ☐ Include environmental considerations (e.g., idling, eco-driving)
- ☐ Provide guidance on accident and incident reporting procedures

Driver Licence Checking

- ☐ Maintain a current list of all employees who drive for work
- ☐ Conduct DVLA checks at least every 3-6 months (more frequently for high-risk drivers)
- ☐ Check appropriate licence categories (e.g., B for cars, C1 for vans)
- ☐ Monitor penalty points and driving bans
- ☐ Record consent for checks (manual or digital)
- ☐ Use a secure system to log and audit all checks

Grey Fleet Compliance

- ☐ Require proof of business insurance
- ☐ Check MOT and vehicle tax are valid
- ☐ Confirm vehicle is roadworthy and regularly maintained
- ☐ Ensure mileage is logged and approved for reimbursement
- ☐ Provide guidance on safe vehicle use and reporting faults

Training & Communication

- ☐ Provide a copy of the fleet policy to all drivers
- ☐ Conduct regular driver safety training or toolbox talks
- ☐ Share updates on changes in laws or internal policies
- ☐ Ensure new starters complete driver eligibility checks

Monitoring & Record-Keeping

- ☐ Store policy acknowledgements and driver declarations
- ☐ Log all licence checks with date and outcome
- ☐ Maintain vehicle maintenance records and defect reports
- ☐ Keep incident and accident logs
- ☐ Regularly review compliance processes and audit trails



www.midas-fms.com



info@midas-fms.com



+44 (0)1676525303