

Recruitment Combined

Drivers Risk Management

This guide is designed to help you manage risk when placing temporary drivers.

Vetting

It is your responsibility as a recruitment agency to vet the drivers you place and ensure they are suitable for the role and accurately represented to the hirer.

Develop written policies and requirements for the job, including notes on each hirer's requirements, codes of conduct, health and safety, driver requirements, employment history and references etc.

Also, ensure your staff – those vetting the drivers – are adequately trained and knowledgeable to ensure that all vetting is effective and accurate.

Fitness to drive

Agencies have a duty to ensure that drivers are fit for their role. If necessary, you should arrange health checks or questionnaires and ensure that drivers know the process for reporting a circumstance which results in them being unfit to drive, such as a change in health or mobility.

Training

Before new drivers are placed with a hirer, the driver could be assessed by a driver training company. This helps to ensure that the driver is safe and capable; refresher courses may be considered as well.

A cheaper alternative to driver assessments is requiring your drivers to complete theory tests or eLearning. These are available as computer programmes or online learning.

You may have a responsibility for the health and safety of the driver whilst they are with the hirer (depending on your contract with the hirer) and so you should employ adequate training to ensure your drivers are safe and to minimise the risk of harm.

Performance-based rewards

Bonuses for an agency's temporary drivers could be offered depending on whether they have accidents in a certain period to incentivise safe driving.

Alternatively, agencies could make drivers responsible for any excesses relating to motor claims.

Licences

You should review licences on a regular basis as drivers may have picked up endorsements on their licence since they were first checked which could make them unsuitable for a certain contract or could invalidate a claim on Motor or Drivers Negligence insurance.

As a guide, licences should be checked every six months as a minimum and more frequently for drivers who already have penalty points.

In addition, it is your responsibility to check driving entitlements are suitable for the role in which the driver is being placed.

As of 2015, paper driving licences became redundant. The checking of licences now takes place online via the DVLA Shred Driving Licence system.

Drivers Negligence insurance

You can purchase a specialist insurance which contributes to the cost of repairing a vehicle that has been damaged by the temporary worker placed by a recruitment agency.

The cover is not intended to replace motor fleet insurance, as all third-party damage is excluded. The cover is there to pay a certain amount towards a hirer's motor fleet excess, or in respect of small amounts of damage, to enable the hirer to repair their vehicle without having to make a claim on their motor fleet insurance.

Need help?

If you need help with insurance or risk management, speak to your insurance broker.