

# Duty of care

Driving is considered as one of the most dangerous activities undertaken by most employees when travelling and entertaining through the course of business. With the Corporate Manslaughter and Corporate Homicide Act 2007 in force, driving any vehicle on company business, regardless of ownership, is subject to legislation and companies must take necessary measures to manage their duty of care obligations, taking into account key risks relating to the driver, the vehicle and the journey.

## Fundamental steps

Checking that an employee has a valid driving licence, along with vehicle insurance including business travel, and proving a vehicle is roadworthy and well maintained are the fundamental steps, and these tasks can prove to be an enormous administrative burden. Failure to check licences, or reimburse expenses payments without an adequate licence check could be interpreted as causing or permitting illegal behaviour.

## Maximise efficiency

The most efficient way to manage duty of care obligations is to automate the recording and verification of employee details with Expenses. This will ensure that you are making all reasonable endeavours practicable for your employees to be safe on the road.



Expenses **includes** added Duty of Care functionality that enables you to record, scan, attach and manage:-

- Employee details
- Vehicle insurance
- MOT certificate
- Tax disc
- Driving licence
- Roadside recovery membership

Expenses will remind you, through simple automated email notifications, when these records need to be checked again. Mileage claims can be stopped until the employee has produced the required documentation, ensuring a timely response to keeping their details and documentation up to date.

The extensive reporting suite within Expenses will also allow line managers to ensure their team are up to date with their vehicle details.

## Contact us

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Duty of care is an essential feature when choosing an expense management provider. Brian Woodhouse, Accountant for Business Link Northwest explained: *"We introduced the duty of care feature to check the vehicle details for all employees driving their own cars on company business and found a third of them did not have sufficient insurance cover"*

