

Oxford Centre for Diabetes, Endocrinology and Metabolism

Work Related Road Safety

Driving on business

I.e. for journeys between sites in Oxford, or to a meeting/conference elsewhere, or between home and a site other than your usual place of work. Driving from home to your normal place of work is not classed as business travel.

This must be completed by all staff submitting mileage claims.

	Yes	No
I have informed my insurance company that I use my car for business travel		
I understand that I am responsible for ensuring that my car is properly maintained, taxed and insured		
I understand that I have a duty to comply with the Road Traffic Acts and with the Highway Code		
I understand that I am responsible for assessing my fitness to drive if I am not feeling well		
I understand that I am responsible for assessing the road conditions and make a judgment on these, before I travel, particularly in poor weather		
I understand it is my responsibility to update you if any details change i.e. change insurers.		

Cycling on Business

Is between University or hospitals sites in Oxford

	Yes	No
I understand that I am responsible for ensuring that my bicycle is properly maintained		
I understand that I have a duty to comply with the Road Traffic Acts and with the Highway Code		
I understand that I am responsible for assessing my fitness to cycle if I am feeling unwell		
I understand that I am responsible for assessing the road conditions and making a judgment on these, before I travel in poor weather		

Signed.....

Print Name.....

Date