

It has been estimated that the Department of Transport has every year.

As a conscientious employer <<Company Name>> ("the Company") is crashes and collisions.

We understand that the following

- Health and Safety at Work
- Management of Health
- The Workplace (Health
- Road Traffic Acts supp
- UK Domestic Drivers' H
- Tachograph Regulation
- The Road Transport (V
- The Road Vehicles (Co
- Corporate Manslaughte

This Driving Policy applies to Company employment whether by the Company.

This Policy will be given to all s

The purpose of this Policy is drive on Company business a Road Traffic Legislation.

This Driving Policy will be revised annually, and any changes made known to all driving staff.

All staff who drive on Company own, will be required to produce continued entitlement to drivers will be deemed to have check for any endorsements e

Failure to produce the driving being taken.

Employees are required to inform involving Company vehicles a sustained to the Company vehicle sub-clause 9.6.

All employees must inform the pending within 5 working days

the road for business reasons. The those will be involved in an accident

considerable travelling, <<Company Name>> the risk of work related road traffic

us:

- Regulations 1999
- Regulations 1992
- de
- ns 2005
- Regulations 1996
- de Act 2007

directors who drive in connection with e, a fleet vehicle or a vehicle hired

on Company business.

Company will ensure that all those who e both Health and Safety Law and

ed annually, and any changes made

ey use a company vehicle or their every six months, or on request, to vehicles they are required to use. All their employer to contact the DVLA to safe driving practices are suspected.

ed may result in disciplinary action

of any Road Traffic Accidents (RTA) o so, whether or not any damage is d to follow the procedures set out in

driving penalties either received or

1. Parking Tickets/Fines

If parking tickets are given to vehicles whether or not they are being used for Company business, the office of the vehicle is to ensure that the office is informed as soon as possible. Failure to do so may result in the employee being held responsible for any fine over and above the original fine.

2. Drink and Drugs including

2.1 The Company does not have a drink and drug driving policy.

2.2 All drivers must report any drink or drug prosecutions and/or cautions immediately, regardless of the vehicle they were driving at the time. Failure to do so may result in disciplinary action.

2.3 Any driver prosecuted for drink or drug driving will be subject to the disciplinary procedure which applies to the offence.

2.4 All employees must report concerns about colleagues with drink or drug driving as possible. This can be done anonymously if preferred.

2.5 Any driver who is found to be over the drink drive limit must inform their line manager immediately and must not drive. They may be given alternative duties and may be required to take annual leave. Should disciplinary action may take place.

2.6 Any driver found to be in possession of illegal drug use will face disciplinary procedures as set out in the Company Policy on Police.

2.7 Any driver taking over the counter medicines must ensure that they are safe to take. Over the counter medicines can have a serious effect on concentration and can contribute to accidents. Such medicines include cold remedies, some cough medicines, painkillers, sedatives, and antidepressants.

2.8 Any driver whose driving is impaired through drugs, whether legal or illegal, must report this to their line manager.

2.9 Any driver who is found to be impaired must inform their line manager immediately. The Company will take appropriate action.

3. Drivers' Responsibilities

3.1 All drivers are responsible for the roadworthiness of their vehicles. If the tyres are bald, the lights are not working etc. it is the driver who will receive penalty.

3.2 Drivers of Company vehicles must carry out basic maintenance on their vehicles, such as checking oil levels, coolant levels, tyre pressures etc. are all correct.

3.3 Any defects identified on a Company vehicle must be reported to the <<office>> immediately. The <<Managing Director>> must complete a defect report form as soon as the defect is found. The completed form must be submitted to the <<Managing Director>> as soon as possible.

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3.4 Verbal reporting is not acceptable.

completing a defect form is not

3.5 All reported defects must be rectified promptly. The Company will not permit un-roadworthy vehicles to be used.

promptly. The Company will not permit

4. Grey Fleet

4.1 Any employees responsible for the maintenance of the fleet are required to provide a valid MOT certificate (if applicable) on the vehicle. The vehicle must be insured and the vehicle is insured.

on behalf of the Company will be required to provide a valid MOT certificate and MOT certificate (if applicable) on the vehicle. The employee must ensure that their

4.2 Any employee responsible for the maintenance of the fleet must ensure that it is kept in a safe and roadworthy condition. The management accept that employees may be required to keep the vehicle in a safe condition when repairs are necessary to keep the vehicle in a safe condition. However, employees must give as much notice as possible for alternative arrangements to be made.

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5. Mobile Phones

5.1 The mobile phone is an essential means of work communication. If you are caught in control of a vehicle while using a handheld mobile phone, you could be disqualified from driving and get a maximum penalty of 3 points and a fine of £100.

is an essential means of work communication. If you are caught in control of a vehicle while using a handheld mobile phone, you could be disqualified from driving and get a maximum penalty of 3 points and a fine of £100.

5.2 Your case could be referred to the court and you could be disqualified from driving and get a maximum penalty of 3 points and a fine of £100.

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5.3 All drivers/vehicles must have a hands-free kit fitted to the vehicle. A mobile phone should be used in a hands-free kit while driving, but if the vehicle is stationary you could be disqualified from driving and get a maximum penalty of 3 points and a fine of £100.

hands-free kits; however, a mobile phone is absolutely necessary. You are permitted to use a mobile phone while driving, but if the vehicle is stationary you could be disqualified from driving and get a maximum penalty of 3 points and a fine of £100.

5.4 Whenever possible, a message should be responded to while the vehicle is stationary.

should be switched off while driving and should only be picked up and responded to while the vehicle is stationary.

5.5 Drivers must not read or write text messages while driving. This includes hands-free kits. If you are caught while driving and get a maximum penalty of 3 points and a fine of £100.

read texts while in motion. (This includes hands-free kits. If you are caught while driving and get a maximum penalty of 3 points and a fine of £100.

5.6 Where there is a 'mobile phone' in the vehicle they should be responsible for ensuring it is kept to an absolute minimum.

'mobile phone' in the vehicle they should be responsible for ensuring it is kept to an absolute minimum. However, all driver distractions must be kept to an absolute minimum.

5.7 Drivers must report any distraction immediately.

is immediately.

5.8 These will then be permitted on the road. Drivers will not be permitted to use a handheld mobile phone while they are driving.

as soon as possible. Drivers will not be permitted to use a handheld mobile phone while they are driving.

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- 5.9 Any driver failing to follow the mobile phone policy will be subject to disciplinary procedures.
- 6. Satellite Navigation Systems**
- 6.1 Satellite Navigation Systems are a useful tool for drivers; however, they can also be a distraction.
- 6.2 All destinations should be entered before the vehicle is stationary in a safe place. All drivers should be encouraged to take their eyes off the road to check routes.
- 6.3 They should be used in a way that does not impair vision. They should not be used when driving in dangerous situations or in the event of a collision.
- 6.4 All vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.
- 7. Journey Planning**
- 7.1 The management should ensure that all journeys are scheduled to a realistic timetable and that there is adequate rest for the employee who feels that their timetables/schedules are too tight and they need to take risks or break speed limits to complete the journey. They should voice their concerns with their line manager as soon as possible.
- 7.2 The management should ensure that all journeys are scheduled to a realistic timetable and that there is adequate rest for the employee who feels that their timetables/schedules are too tight and they need to take risks or break speed limits to complete the journey. They should voice their concerns with their line manager as soon as possible.
- 7.3 Drivers must ensure that they are not too tired to drive. If they are too tired, they should stop and rest. If they are too tired, they should stop and rest.
- 8. Vehicle Maintenance**
- 8.1 All drivers are responsible for the basic maintenance on the vehicle for which they are responsible. They should check oil, water, tyre pressures and windscreen wipers.
- 8.2 In winter months, drivers should ensure that they must have a clear windscreen before driving. They should check through a small section while the screen de-mists. They should ensure that all your windows are clear/free of ice and snow.
- 8.3 The management should ensure that all vehicles used on behalf of the Company are regularly maintained using at least the manufacturer's recommended schedules (and if applicable, in accordance with the company's maintenance schedule).
- 9. Emergency Procedures**
- 9.1 Breakdown
- 9.1.1 If possible, pull over to a safe place in dangerous places such as roundabouts.
- 9.1.2 Switch on hazard lights.

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9.1.3 If it is safe to do so, increase your speed, continue driving and try to pull off onto a straight section of road;

9.1.4 If you cannot pull off, display your emergency triangle at least 100m behind your vehicle (don't do this on a motorway);

9.1.5 Do not leave your vehicle by the roadside. Call your breakdown service;

9.1.6 Switch off your engine and wait in a safe place, away from traffic.

9.2 Calling for Help

If possible, use a public pay phone. On motorways, blue and white marker posts indicate the location of the nearest phone. The phones connect directly to the police and the fire service. If you have a mobile phone, refer to the blue rectangular Drive Safe signs for details of the nearest phone. In detail the road number (e.g. M1), direction of travel and the location of the phone.

9.3 Motorway Breakdown

If your vehicle is broken down on a motorway:

9.3.1 Leave the vehicle if it is safe to do so and stop at the next service area or junction;

9.3.2 If you cannot leave the vehicle, pull onto the hard shoulder and stop as far to the left, away from traffic;

9.3.3 Park as close to the left-hand side as possible and try to stop near an emergency telephone;

9.3.4 Put on your side lights and turn on side lights in poor visibility;

9.3.5 DO NOT get out of the vehicle and do not stand on the hard shoulder;

9.3.6 NEVER attempt to repair the vehicle yourself.

9.4 Waiting for Help

If you must stop on a motorway:

9.4.1 Get out of the vehicle;

9.4.2 Make sure all passengers exit the vehicle on the left-hand side of the road;

9.4.3 Walk to the left-hand side of the road, onto the embankment if there is one, or climb over the barrier if possible;

9.4.4 NEVER attempt to cross the road or the other side of a motorway.

9.5 Be prepared

9.5.1 Carry a spare set of clothing (switched off and out of reach while driving);

9.5.2 Carry a spare set of clothing, including warm and high visibility clothing, and a reflective triangle;

9.5.3 Call your breakdown service and await instructions.

9.6 Accident

If a vehicle belonging to your business is involved in an accident

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(RTA) the following information:

- 9.6.1 Stop at the scene and call the police;
- 9.6.2 DO NOT move the vehicle or any property involved;
- 9.6.3 Call the police if anyone is injured or if property is damaged;
- 9.6.4 If the police do not arrive, note the reporting officer's name, rank and contact details;
- 9.6.5 Note the details of the accident, exchange details with third parties and contact details of witnesses;
- 9.6.6 Third parties must give you their name, the vehicle registration details and insurance details under section 170 of the Road Traffic Act 1988;
- 9.6.7 If a photograph is taken, photograph the scene from different angles;
- 9.6.8 Take photographs of the vehicles involved and of the damage to your own property;
- 9.6.9 Contact your insurance company as soon as you are able.

9.7 Employees must:

- 9.7.1 Their name and contact details;
- 9.7.2 The details of the accident;
- 9.7.3 The details of the damage to the company's property.

10. Severe Weather

- 10.1 Winter can bring severe weather conditions from dense fog to snowfall that closes major roads. The Company will monitor weather conditions and will attempt to ensure that it is not operationally practicable that no-one is sent on a journey into a severe weather front.
- 10.2 The Company will ensure that all vehicles supplied by the Company have adequate cold weather equipment for bad weather.
- 10.3 It is incumbent on all drivers of Company vehicles to make sure they have adequate cold weather equipment – warm coats, gloves and blankets etc. in their vehicles.
- 10.4 All drivers are required to remain in their vehicles if stranded by snow etc., they should not attempt to leave by the emergency services.