These guidance notes are for all are out all day delivering parcels driving between clients, or a secre office kitchen.

Both you and your employers sho piece of work equipment. So office/workshop/factory etc. is sim accidents involve someone who is who drive a lot simply get into bad

The purpose of these guidance r use the car.

1. Maintenance

You are responsible for the So, if the lights don't work o licence.

Before you take any vehicle

- 1.1 The lights, front and
- 1.2 The indicators.
- 1.3 The tyres, checking Often you will be al you are unsure eith forecourt. Having th the vehicle as well a
- 1.4 Windscreen wipers

2. Planning for your Journe

- 2.1 You should always known or expected weather is becom depending on the ti water in the summe winter months. If po hot drink.
- 2.2 Most cars nowada Make sure you know
- 2.3 Most people have a in your car, so you
- 3. Driving in Adverse Weatl
 - 3.1 In an ideal world, d possible. However, following:











r Employees

company business, whether they sales director or service engineer the shops to get some tea for the

etc. you drive at work as another ensure your wellbeing in the ted that up to a third of road traffic d many people – especially those

hat you should do every time you

you drive, no matter who owns it. ou who will get the points on your

d always check:

and seeing if the pressure is right. ng whether the pressure is low. If ge or go to a tester on a garage ur tyres can affect the handling of sumption.

re you can, making allowance for as rush hours or road works. Our in terms of heat and cold, so lso make sure you carry bottles of vell as a snow shovel/spade in the /ing, you should carry a flask of a

kit, many have a fire extinguisher.

ays a good idea to have a charger if you are stranded.

nditions would be avoided where voided you should consider the

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- 3.1.1 Slow down. hazards.
- 3.1.2 Keep a saf recommend front in norr wet conditio
- 3.1.3 Drive as the any time.
- 3.1.4 Use your lig headlights.
- 3.1.5 Only if visibi Remember certainly not
- 3.1.6 Avoid sharp
- 3.1.7 Watch out fo

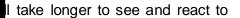
4. Heavy Rain and Flooding

- 4.1 Allow a larger gap increased stopping surface spray espe
- 4.2 Do not attempt to vehicles will float i caused by much sh
- 4.3 If you have to drive if it is safe to do so.
- 4.4 Keep in first gear w
- 4.5 Always test your b anyone who may be

5. Snow and Ice

- 5.1 Make sure you hav you move off. Clea enough, and you weather you should well in advance of y your vehicle runnir invalidated if it is store
- 5.2 Once on the move, to cause your vehic
- 5.3 Keep a ten seco remembering that you expect.
- 5.4 Use the highest ge speed).
- 5.5 Brake gently to av naturally wherever
- 5.6 If the vehicle doe accelerator and ger





r in front. The Highways Agency st two seconds from the vehicle in topping distances are doubled in ater in icy conditions.

p out or swerve in front of you at

isibility is poor, use your dipped

es should you use your fog lights. d to act as running lights, and are

you of poor driving conditions.

vehicle in front to allow for the sibility which may be caused by

u are unsure of the depth. Many t) of water, but damage can be

ive on the highest part of the road

d your speed low.

igh water, having due regard for

een and windows properly before vindscreen to peer through is not stopped by the police. In such your vehicle thawing and de-icing ne. And be aware that if you leave indoors, your insurance may be

ould normally, but not so slowly as

and the vehicle in front of you, nay be considerably greater than

eel spin (without increasing your

allow the vehicle to slow down

e brakes. Instead ease off the you regain control.

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6. Driving in Fog

- 6.1 Many accidents ha too fast and cannot
- 6.2 As with other adver you have plenty of r
- 6.3 In foggy conditions the time when you drivers behind you

7. Tailgating

- 7.1 If you find you are than you think is s cause an accident.
- 7.2 Do not slam on you
- 7.3 Do not speed up; a and conditions, you The best thing to do allow the other drive
- 7.4 Ignore the follower a
- 7.5 Do not make eye co

8. Security

- 8.1 Do not leave valuat etc. on display.
- 8.2 Place any bags and contain anything of
- 8.3 Do not leave docur registration docume
- 8.4 Always lock the car garage kiosk.
- 8.5 Never leave the key
- 8.6 Never leave the veh
- 8.7 A woman should no or slide it under the house keys and det

9. Personal Safety

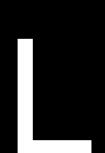
- 9.1 It is always good pr estimated time of a
- 9.2 Try to avoid leaving are in slow moving Opportunist thieves same reason it is u
- 9.3 Park in well-lit and park in well-lit and park in well-lit and park in well-lit and park in the park in the
- 9.4 Many modern vehic Unless you have pa
- 9.5 Never pick up hitch













simply because people are going them until it is too late.

n is to slow down and make sure e car in front.

not be powerful enough. So now is , especially the rear ones, so that

have another driver closer to you <u>ou</u> do not do anything that could

ake them back off.

an appropriate speed for the road r chances of having an accident. he left when it is safe to do so and

and drive off.

ssive gestures.

hes, Sat Navs, laptops and tablets

vehicle regardless of whether they e car, use the vehicle's load cover.

certificate, insurance certificate or

when going to pay for fuel at the

ed.

display, put a coat/jumper over it andbag quite often contains your if a thief gets your bag...

people know your destination and

on the passenger seat when you ning traffic lights or roundabouts. In and grab as they pass. For the ger windows open wide in traffic.

you are parking in daylight and will der what the area will be like upon

unlock the door you intend to use. nsible to use this facility.

event a breach of Company policy

<<Policy Name>> business].

- 9.6 If you find you are b
 - 9.6.1 If available,
 - 9.6.2 Ignore the fo
 - 9.6.3 Do not make
 - 9.6.4 Do not go ho a Police stat
 - 9.6.5 Make sure a
 - 9.6.6 If you are for to contact th check that th Sound your manoeuvre and continue

10. Mechanical Failure (Brea

- 10.1 <<The Company>> maintained so as t failure. The manag pose a serious risk you should follow th
- 10.2 If an emergency for
 - 10.2.1 Pull on to th the wheels t
 - 10.2.2 Leave your s
 - 10.2.3 Get out of th passengers
 - 10.2.4 Leave anim proper contr
 - 10.2.5 If you have warning triar
 - 10.2.6 Make sure t shoulder, ar up the bank,
 - 10.2.7 Don't attemp

11. Calling for Help

- 11.1 Once in a safe plac Flag etc. making su <u>Driver Location Sign</u> location and direction telephones and mai
- 11.2 If you have a smart the GPS function or simple touch of an nearest motorway (

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ompany vehicle or on Company

counter measures:

e and slow down.

bored and drive off.

y aggressive gestures.

isy and well-lit public place, ideally

d up and your doors are locked.

gine running and make no attempt her person gets out of the vehicle reverse into and accelerate away. hazard lights. If you are unable to are locked and windows closed,

nsure its vehicles are serviced and sible the likelihood of mechanical if a breakdown does occur it can y. Should your vehicle breakdown

orway:

as far to the left as possible with

the hazard warning lights.

d door and make sure that all your

an emergency, keep them under

vehicle wear them. Do not use a

ay from the carriageway and hard under control. It is best to retreat is possible.

call the AA /RAC/Green location – look out for inpoint your eference numbers on all

an App which uses xact location. With the

he location are transferred to the



- 11.3 If you don't have a the carriageway n
- 11.4 Follow the arrows of free and connects of
- 11.5 Give full details to such as a woman tr
- 11.6 If you feel at risk f door and lock all o danger has passed
- 11.7 If you are on an ord
 - 11.7.1 Get your vel your hazard obstruction.
 - 11.7.2 If you have a
 - 11.7.3 If you have make all of the traffic. C you need pr
 - 11.7.4 If it is safe a warning dev broken-dowr care when d
 - 11.7.5 Keep your s
 - 11.7.6 Do not star oncoming tra
 - 11.7.7 At night or i road users s
 - 11.7.8 Use your m breakdown s

11.7.9 If you have when the break

12. Third Party Breakdown

If someone attempts to fla stopping. You should cons help. You should not jeor continue and report the ind to do so.

13. Stress and Discomfort

Despite the fact that we a stress and physical discom the potential effect that stree driving and on general well

14. Posture

- 14.1 Adjust the seat so t
- 14.2 When driving you s without stretching. pedals your arms a

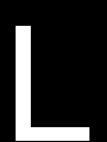
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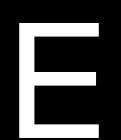












rgency telephone on your side of carriageway.

f the hard shoulder – the phone is ways Agency.

if you are a vulnerable motorist,

urn to your vehicle by a left-hand e again as soon as you feel this

ing guidelines:

ble and warn other traffic by using arly if your vehicle is causing an

n.

le may be struck by other traffic, of the car and get well away from e for you to fix the car or whether

warning triangle or other permitted 45 metres (50 yards) behind your de of the road. Always take great

visibility is poor.

stand), between your vehicle and

tand where you will prevent other

er available phone to contact a

remember to retrieve it, with care,

someone in difficulty, think before ne and whether you can actually and it may be safer for you to phone – when it is safe and legal

tlessly, driving can cause mental journeys. You should be aware of nfort can have on your standard of

he small of your back.

oth the pedals and steering wheel n the wheel and your feet on the bent.

14.3 Check and adjust th

15. Tension

- 15.1 It is advisable when tension and discor following exercises
 - 15.1.1 Buttock clen
 - 15.1.2 Side bends;
 - 15.1.3 Shoulder sh

16. Tiredness and Rest Brea

Driving when you are tired risk:

- 16.1 Make sure you are good night's sleep t
- 16.2 Avoid undertaking alertness is at a mir
- 16.3 Plan your journey t minutes after every
- 16.4 If you feel at all slee of a motorway.
- 16.5 The most effective cups of caffeinated

17. Severe Weather

- 17.1 Winter can bring s time considerably. vehicles for several
 - 17.1.1 You need to driving to or prepared.
 - 17.1.2 Make sure vehicle. You too.
 - 17.1.3 Think about be able to h to keep you
 - 17.1.4 If you take r extra few ho
 - 17.1.5 Take a torch if you keep chargers/ba
 - 17.1.6 You should add a shove
- 17.2 If you do find yours vehicle. It may get wind.



enter a vehicle.

e basic exercises to help alleviate practic Association suggests the stationary traffic:

risk of collision. To minimise this

n a journey if you are tired. Get a ng journey.

midnight and 6 am, when natural

A minimum break of at least 15 commended.

Do not stop on the hard shoulder

ess are to drink, for example, two t nap (at least 15 minutes).

s which may extend your journey motorists to be stranded in their due to snow blocking the roads.

recasts for the area you will be s for bad weather, you need to be

ket or fleece for everyone in the arm hats, coats boots and gloves

an keep in the boot. You may not Il need to drink so take something

sure you have enough to last an ut all night.

Your phone battery won't last long . You should also carry phone

aper handy, it may be prudent to

t place is normally to stay in your her than outside in the snow and