

SAMPLE DRIVING-RELATED POLICY DOCUMENT.

VEHICLE AND DRIVER POLICY

1.0 POLICY STATEMENT

Driving is the greatest risk faced by our employees in the UK and this policy covers the use of all vehicles both on and off the road.

We are committed to the prevention of loss to life and property from driving incidents, both on and off duty, through:

- Strict adherence to the Vehicle and Driver Policy
- Training all employees and likely users of company vehicles in Automotional Training.
- Adopting other strategies which combine to minimise incident rates
- All employees are considered as ambassadors for the organisation and their behaviour whilst driving is a reflection on the organisation's corporate image. As such, drivers are expected to be courteous and abide by the Highway Code and other traffic laws and regulations. This is particularly important for drivers of liveried vehicles.

2.0 DRIVER TRAINING AND QUALIFICATIONS

Only approved personnel and contractors are allowed to drive vehicles on behalf of Automotional UK Limited. An approved driver must attend, as a minimum, a 'Automotional Training' course every two years, where practically possible. The employee's manager must document these training programmes. The location manager is responsible for approving the list of company drivers for his/her location. An employee not on the list of approved drivers cannot drive on behalf of Automotional.

All approved drivers must undergo a licence audit and review this policy annually. The licence must be seen, audit form and declaration signed by the driver and the manager responsible for the driver. In cases where the licence is not in line with our requirements, permission may not be granted for the employee to continue to drive on behalf of Automotional unless authorised by the Managing Director. A photocopy of the complete driving licence will be attached to the audit form.

Drivers may only drive vehicles for which they hold the appropriate licences.

Drivers have no authority to allow anyone to drive their vehicle unless they are on the approved drivers list.

3.0 EXCLUDED DRIVERS

The following people are specifically excluded from driving our company vehicles (whether employees or not):

- Anyone not in possession of a full, valid UK licence for the category of vehicle being driven (or not in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Learner drivers (other than with the written permission of the Fleet Manager)
- Anyone under the age of 21, subject to paragraph 'Cars' below
- Anyone who is known to be a dangerous or reckless driver
- Anyone who has been convicted of or who has pending any prosecution for a motoring offence in the following categories:
 - Dangerous driving, causing death by dangerous driving or manslaughter
 - Driving under the influence of drink or drugs
 - Failing to stop after an accident
 - Any other offence or combination of offences which has or might result in disqualification
 - Anyone who has been refused motor insurance (or renewal) or had a policy cancelled
 - Anyone who suffers from a condition that would disqualify them from holding or obtaining a relevant current driving licence.

It is the vehicle user's responsibility to ensure that any person driving their vehicle is not excluded by virtue of any of the above exclusions. If in doubt, the Fleet Manager should be contacted.

4.0 SEATBELTS

Use of seat belts by Automotional drivers and all vehicle occupants is a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

5.0 ALCOHOL, DRUG ABUSE, SMOKING

Driving a Automotional vehicle while under the influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action including termination of employment.

Smoking is not permitted in company vehicles.

6.0 MOBILE TELEPHONES

The use by the driver of a hand held communication device in a moving vehicle is illegal and will, under the terms of the Road Safety Bill attract an increased fine and penalty points. Automotional employees shall not initiate calls from mobile phones while driving, irrespective of the type of phone.

If a phone call is received on a mobile phone while driving, and it is not a "hands free" installation, the employee should not answer the call but should either allow the call to go to voice mail or, preferably, ensure the phone is switched off prior to the journey commencing. The employee shall pull over at a safe, convenient and legal rest stop to collect voice mail messages and/or respond to them as required. Even with "hands-free" installation, studies show that calls can be a distraction

and, consequently, it is strongly recommended that the conversation be continued from a safe rest stop.

7.0 CARS

Drivers must be 21 years of age or over and have a full and current driving licence. Drivers under the age of 21 may drive company vehicles provided:

- They are accompanied by the usual driver of the vehicle, or
- They have received express permission and the Fleet Manager has been informed

8.0 VANS / CREW BUSES

Transit type. The driver must be 21 years of age or over and have a minimum of one year's experience on a full licence. If there are passengers in the rear compartment the driver must have 2 years experience on a full licence.

9.0 DRIVING STANDARDS

No one may give an instruction to break or ignore any Traffic Regulation. Drivers must not take any instruction as a directive to break any Traffic Regulation. A survey of all incidents is done, and drivers who have been involved in careless or repeated incidents will be required to take part in an assessment and re-training programme.

10.0 LEGAL RESPONSIBILITY

Drivers are legally responsible for their actions on the road, and for their compliance with all Traffic Regulations. Drivers are responsible for reporting all defects on their vehicle, which cause the vehicle to contravene regulations. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or sites until the problem has been resolved. The group is required to employ in each area, a person who is legally responsible for the standard of our vehicles. In cases of breach of regulations they, in addition to the driver, are charged with the offence. In cases where repeated offences occur, the licence holder will be banned from driving company vehicles.

11.0 INCIDENT REPORTING

All incidents, whether occurring within or outside working hours (and whether involving the employee or another driver of the employee's vehicle) and including potentially serious 'near misses', must be reported to line managers, the Regional Training Managers and the Fleet Manager. It is the employee's responsibility to ensure that these parties are informed.

In the event of an incident, drivers must obtain the following information:

- Time
- Witness
- Position of vehicle(s)
- Road and lighting conditions

- **Third party vehicle registration and description**
- **Third party driver's name and address**
- **Third party's insurers and policy number**
- **Name and number of any attending Police Officer**
- **Other relevant information**

Failure to report damage or loss promptly may invalidate our insurance policy, in which case drivers may be held personally liable.

12.0 CARE OF VEHICLES

At all times it remains the responsibility of the usual driver of a company vehicle to ensure that the vehicle is correctly maintained and in a roadworthy condition. The vehicle should be kept clean, both inside and out. Any damage to the vehicle, however caused must be notified to the Fleet Manager. When vehicles are due for replacement, they must be presented in a clean manner. Any remedial work required on the vehicle (from valetting through to the repair of stone chips) will be charged to the previous keeper.

13.0 DRIVERS' HOURS AND REST

Notwithstanding any specific legislation referring to drivers' hours (for example tachograph regulations) the company understands that tiredness, fatigue and stress (be it derived from work, domestic or social circumstances) can adversely affect safe driving ability. The company recommends that drivers give due regard to this and do not drive if they believe that in any way they are unfit to do so. The company also recommends that drivers do not exceed 300 miles per day. Where mileages substantially in excess of this are anticipated, drivers should consider the option of staying away. Procedures for organising this will be established by each department.

14.0 ERGONOMICS & DRIVER COMFORT

Correct adjustment of seat, head restraint and positioning of major controls is essential to minimize the risk of personal injury in the event of an accident and to ensure good posture for the prevention of back problems and fatigue. Important considerations are these:

- **Seat height adjustment**
- **Seat tilt**
- **Seat rake**
- **Distance from major controls**
- **Lumbar support**
- **Head restraint adjustment**
- **Seatbelt adjustment**
- **Steering wheel adjustment**

15.0 INFORMATION

Any driver, who is unsure of this policy, or his responsibilities, should contact their Manager, or write to the Managing Director with a copy to their Manager.

To:

Appendix 1.

From: Fleet Management

Date:

Issue number:

ANNUAL DRIVER ELIGIBILITY STATEMENT.

Please complete the details below and return to the Fleet Manager as soon as possible. Replies will be treated in the strictest confidence.

1. INSURANCE PARTICULARS ETC.

- a) Do you hold a relevant, full, UK valid licence? **YES/NO**
- b) Have you received any licence endorsement or points in the last 12 months? (If YES, please give details on a separate sheet) **YES/NO**
- c) Have you ever (within the terms of the Rehabilitation of Offenders Act) been convicted, or have you any prosecutions pending, for a motoring offence falling within any of the following categories?
- I. Dangerous driving, causing death by dangerous driving or manslaughter **YES/NO**
 - II. Driving under the influence of drink or drugs **YES/NO**
 - III. Failing to stop after an incident **YES/NO**
 - IV. Other offences which have or might result in disqualification **YES/NO**
- d) Have you ever been refused motor vehicle insurance or renewal or had a policy cancelled? **YES/NO**
- e) Do you suffer or have you ever suffered from any physical disability, infirmity or condition that would disqualify you from holding or obtaining a current driving licence? **YES/NO**

2. RESPONSIBILITY

I agree that I am personally responsible for ensuring my vehicle is maintained properly and that it complies in all respects with the law.

I further undertake to drive the vehicle as safely and competently as possible and agree to abide by any initiatives instigated by the company to improve the safety of its employees.

Signed.....

Name.....

Department.....

Date.....

STAND ALONE MOBILE PHONE POLICY

The law regarding the use of mobile phones whilst driving a vehicle changed on December 1, 2003. From that point on it is an offence to speak or listen to a phone call whilst the driver is holding a handset or to use any device interactively to access any sort of data. It is also illegal to merely hold a handset whilst driving or make a call with a hand-held phone whilst stationary e.g. at traffic lights, unless it is to alert the emergency services for genuine reasons.

This legislation does not supercede that which is already in place. Drivers can already be prosecuted for failing to have proper control of their vehicles, if it is believed that the distraction of being engaged in ANY form of phone call has been a contributory factor to a crash.

Although the latest legislation does not effectively outlaw the use of **all** mobile phones whilst on the move, research has conclusively proved that the use of mobile phones of any sort whilst driving increases risk dramatically. In fact the use of a mobile phone whilst driving has been proved to be the equivalent of being four times in excess of the UK drink drive limit and so we would always recommend that phones are switched off whilst at the wheel. It is far safer to make use of the voicemail facility, and, once you have found a safe place to park, retrieve the message.