



## Safe Driving



## Safe Driving Policy Statement

The code of conduct for the business' state that: "while driving company vehicles or own vehicles for work purposes, personnel must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits".

### Objectives of the policy

- To ensure that personnel who drive vehicles during working hours and also travelling to and from work when using a Company vehicle demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment.
- To reduce the risk of theft.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring demerit points leading to suspension of licence
- Any actions that warrant the suspension of a licence.
- Smoking in the Company vehicle – This also applies to e-cigarettes

### Responsibilities as an employee

Every driver of a company vehicle will:

- Ensure they hold a current driver licence for the class of vehicle they are driving, and this licence is carried when driving a company vehicle
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work

- Display the highest level of professional conduct when driving a company vehicle
- Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving to the conditions • Wear a safety belt at all times
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so
- Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report vehicle defects to a manager before the next vehicle use.
- Vehicles are only to be used for business purposes unless authorised for private use

In addition, it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours
- Stop when tired
- If driving an HGV or towing a trailer, a reversing assistant must always be in place. You should have full visibility and clear communication with the assistant.
- If your towing a trailer always manoeuvre in a safe manner, be sure to judge your cornering speeds and angles of the trailer when reversing.

### **Mobile telephone use while driving**

It is a criminal offence to drive (or have another person drive) a motor vehicle while using a 'hand-held' mobile telephone.

Driving includes sitting in a stationary vehicle while the engine is running, and a hand-held mobile phone will include any 'hands-free' mobile phone if it is held at any point during the call. The use of a hands-free mobile phone, while it is in its holder, will

not constitute an offence. However, the Company recommends that you do not use a hands-free mobile for making or receiving calls if it can be avoided. If you wish to make a call while driving, you should only use the mobile phone once the vehicle has been parked in a safe place and the engine has been switched off.

If you incur a fixed penalty or fine in relation to the use of a mobile phone while driving, you will be responsible for the associated costs. You must inform your line manager immediately of any fine or penalty points placed on your licence or if you are disqualified from driving.

## **Vehicle Security**

It has been explained the importance of vehicle security, in particular removing keys from vehicles and plant and locking vehicles to avoid theft. Vehicle users must use steering wheel locks to improve vehicle security if provided with one. Any person found to be leaving keys in vehicles or plant will be suspended subject to disciplinary action or asked to leave the business.

## **Responsibilities as an employer**

The employer will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following tasks:

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check vehicles' oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections
- keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- Following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify faults as soon as practicable.  
Collecting and collating statistics on incidents, crashes and their causes, including:
- the number of crashes
- who was thought to be at fault?
- the probable causes of the crashes and other contributors, such as unrealistic work schedules

- the financial cost of all crashes
- the number of prosecutions
- the number of near-miss events

This Policy will be reviewed after its first year and every year thereafter.

Date: 24.08.2023

Review Date: 24.08.2024

Signed:

*Clint Layzell*