

DRIVING WHILST ON COMPANY BUSINESS POLICY

Driving statistics show that driving to work and using a car to travel during the working day is probably the most high risk and dangerous activity you will encounter.

This procedure is to put in place advice and guidance to make drivers aware of their responsibility and the effects that careless driving can cause. All drivers will hold a current full driving licence and adhere to the highway code and British law when driving a vehicle whilst on Company Business.

1. Your Responsibilities

Below is a brief overview of your responsibilities as a driver of a vehicle whilst on Company Business. More details are provided in the attached sheets.

- You must own a full current driving licence.
- **Please Note:** It is strongly recommended that you do not smoke while driving, however please note that smoking is **not** allowed in Company vehicles.
- The company would like all employees to drive with care and to have a good attitude towards other road users.
- Familiarisation with vehicle sessions, main operations (gears/automatic) lights, wipers, steering column controls, door locks/release, heater and window operations is imperative prior to commencing your journey.
- You are responsible for keeping the vehicle in a roadworthy condition.
- You are responsible for its safe use.
- You must carry out regular (as necessary) “topping up” exercises of fluid levels/tyre pressures.
- You are responsible for the payment of fines imposed for any motoring offence
- You must report any accident involving injury to the police immediately.
- You must report any accident in which the vehicle is involved to the company within 24 hours of the incident.
- You are reminded that the vehicle should be driven safely at all times. Giving sufficient consideration to adverse weather conditions, adequate journey times and adhering to all speed limits. The object of all journeys is to reach your destination in a controlled and safe manner.

2. Fatigue

- Fatigue is something that has to be considered particularly towards the end of the working day as everyone gets tired. This has to be taken into account as part of your journey planning. The recommendation is that a break is taken every two hours when the vehicle is stopped, a short walk taken and a drink containing caffeine taken as being good advice for helping you to stay alert.
- Other considerations are travelling early or late in the working day, it may require a stop over or travelling the day before.
- If you have a medical condition that may require meals and medicine at particular times of the day this should be noted in your travel plans.
- Other reasons that may need to be considered are your eyesight and having regular eye checks, which is recommended as being every two years for anyone needing spectacles.

3 Planning

- For journeys that are undertaken on a regular basis do take the time to consider your route, the distance and travel times.
- For longer journeys that are not undertaken on a regular basis produce a driving plan and pre-trip checklist before you commence your journey. This should provide information on the route and schedule, road works, inclement weather conditions, departure and arrival time to suit your working day.

4 You the Custodian

- You must hold a full legal driving licence and before you set off on your journey you should ensure that a copy of this document has been given to the Company Secretary. If there are any relevant factors regarding your driving i.e. health or previous loss of licence through prosecution you must declare these at the time of accepting these instructions.
- Change in status of your licence (i.e. endorsements, bans, suspension etc) is to be immediately reported to the Company Secretary.
- It is your responsibility to ensure that at all times the vehicle meets all legal requirements.

5 Insurance

- You should ensure that you are adequately covered for Insurance prior to setting out on your journey.

6 Company Property

- You must never leave company documents or equipment in an unattended vehicle any longer than necessary and they must always be locked in the boot out of sight. They should never be left in the vehicle overnight.

7 Accidents

- If you have an accident in your vehicle and injury to persons or property results you must remain at the scene as necessary and give to any person having reasonable grounds for requiring it:
 - a) your name and address.
 - b) the name and address of the driver, if not you.
 - c) the name and address of the owner of the vehicle.
 - d) the registration number of your vehicle and show your insurance certificate.
- If you do not provide this information at the scene of the accident you must report the accident to the police as soon as reasonably practicable and in any case within 24 hours of the accident, personal attendance is necessary when reporting the accident a telephone call is not sufficient.

8 Servicing

- You are personally responsible for seeing that the vehicle is in a roadworthy condition and that the vehicle is within the rules of the latest Legislation.
- In particular you should regularly check the various fluid levels of your vehicle; the tyre pressures and depth of tread and that all lights are working correctly.

9 MOT/Road Fund Licence

- You are personally responsible for seeing that the vehicle has a valid MOT Certificate and Road Fund Licence.
- Remember driving the vehicle without either of these documents is an offence and any fines etc. will be to your cost.

10 Mobile Phones

- Calls must not be made, or taken by drivers with a hand-held phone, whilst driving. Where a hands-free kit is fitted, proper care and attention must be taken at all times to ensure the safety of the individual, passengers, other road users, pedestrian's etc.



David Billington
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