APW-POL-017: Company Driving Policy

Statement

This sets out the company's statement in relation to the safe and effective driving of company vehicles, as well as the essential requirements in relation to the use and maintenance of such vehicles.

- The company promotes safe driving. All employees should ensure that they drive with their safety and those of other road users in mind.
- The company encourages environmentally friendly road usage. Employees should carefully plan their company vehicles use to maximise the business potential with the use of the least travel distance and inappropriate travel times.
- The company, in selecting the vehicles it provides for company use, considers all options within the specifications of the vehicle for safety and environmental factors.
- The company will ensure that the company vehicle or vehicle used for company purposes is maintained and serviced with safety, fuel economy and general environment protection in mind.
- Employees should always think ahead, be prepared for the unexpected whilst driving. Employees should take particular care during adverse driving conditions.
- The company encourages employees to plan for the winter.

General

- The vehicle is provided for company use only.
- All employees who drive or use company vehicles are required to produce their full driving licence on an annual basis. The company may require the production of the full licence at other times on giving reasonable notice. A failure to produce will result in disciplinary action and potential suspension from using the company vehicle until the company is satisfied with the explanation for non production.
- Employees are required to notify the company immediately they incur any form of point's penalty of licence endorsement. In the event that their licence is rescinded they must notify the company immediately and they must cease driving forthwith.
- You should ensure that you drive in a safe manner at all times.
- You must not undertake any road manoeuvres that may place others at risk.
- You should plan your journey ahead and provide adequate journey time in order that you do not speed.
- Any employee who commits a road traffic offence may be subject to disciplinary action and in serious matters may face termination of employment.
- Employees will be liable for any road traffic fines including any speed camera or similar fines.
- All employees should ensure that they take due care and attention of other road users at all times.
- No employee may drive a company vehicle where they are physically or mentally unfit to drive and employees should immediately notify the company of any condition that may affect the employee's ability to drive.
- Employees must never allow an unauthorised person to drive the vehicles unless it is an emergency situation and preferably with prior company approval.

Servicing and Maintenance

- The company is responsible for ensuring that the vehicle is serviced and maintained in accordance with the required servicing schedule for the particular vehicle.
- Employees should ensure that the vehicle is road worthy at all times and ensure that they undertake normal routine checks on the vehicle, in particular in relation to tyre pressure, oil levels and screen wash levels. Any defect that may affect road safety should be attended to at the earliest opportunity. Employees should ensure that they use the correctly specified items when undertaking any top up of oils, fluids etc.
- You should take care to ensure that the correct fuel and correct grade of fuel is used for the vehicle. A failure to do so may render employees liable for the remedial costs to the vehicle together with potential disciplinary action.
- Vehicles should be kept clean and tidy but there is no need to undertake excessive washing of vehicles.

Safety Factors

- Employees must check the safety of the vehicle before commencement on any journey.
- Employees must not drive whilst they may be, in any way, under the influence of alcohol or similar nor whilst they may be subject to effects from the taking of any drug or other similar substance.
- Employees who are required to take any form of medication must notify the company of this fact in writing and they should desist from driving until they receive written confirmation that they may continue driving.
- Employees should not drive whilst over tired. In the event that you feel tired or drowsy you should stop at the earliest safe opportunity and take a break until you feel able to proceed.
- Always plan your journey in advance and allow time for breaks and unexpected delays.
- Always drive safely within the restrictions of the particular road conditions.
- Employees should take especial care during adverse weather conditions.
- Do not be distracted whilst driving, do not eat or drink whilst driving as this may place you at enhanced risk of an accident. It is better for your health and safety to take a break.
- Whilst on journeys employees should take care of their personal safety and do not park the vehicle in areas where safety might be endangered. When lone driving employees should consider their security by internal locking of the vehicles whilst in motion or driving in areas where safety may be compromised provided this does not endanger the employee's general safety.
- An employee's health can be a major factor in relation to their driving ability. The company encourages all its employees to maintain a healthy diet and outlook on their lifestyle.
- An employee's vision changes over time. Poor vision can be a major factor in driving ability. With this in mind the company provides access for regular check ups to ensure that the employee's eyesight is regularly checked. All vehicle drivers are required to attend for such checks on a regular basis.
- In the event of a Road traffic collision incident taking place, the onboard incident report must be completed and communicated to the appropriate Manager in line with the driver's handbook.
- Driver may be required by the company to undertake a for-cause eye test to ensure that this was not a contributing factor.

Distractions / Use of in Vehicle Electronic Equipment / Mobile Telephone

- Employees who do not have hands free mobile telephones should switch their telephones off and should not make or receive any calls whilst they are driving or deemed to be in control of the vehicle for the purposes of the law.
- Where employees have hands free telephones, they should avoid making any telephone calls unless absolutely necessary. They should also not take any calls where the conditions would place them or other road users at any risk.
- If a call is received and the driving conditions are potentially difficult or hazardous the call should be terminated politely with an undertaking to return the call when you have been able to park safely and able to do so.
- Wherever possible avoid being distracted using such items whilst driving, concentrate on the driving and ensure a safe journey.
- Employees should not play electronic radios, CDs, MP3 players at a volume that could endanger their health or their road concentration.
- Employees should consider not having any distractions of this nature in the vehicle when they are driving in more difficult or hazardous conditions.
- The use of satellite navigational aids in vehicles should be done in a safe way and they should not distract an employee from essential safety factors. (NB. For LGV must be compatible)
- The company reserves the right to check logs to ensure that employees are not abusing the use of the vehicle and are providing an accurate log of visits made including distances travelled, driving times and speeds. This information may be used in any subsequent disciplinary action.

Smoking

- The company is aware of the risks that smoking has to health and the risk caused by passive smoking. The company has adopted a general no smoking policy.
- The company does not permit any smoking in its vehicles at any times whether in or outside company hours.
- Passengers should be reminded of this policy and asked not to smoke whilst in the vehicles.

Accidents

- In the unfortunate situation of an accident the employee should ensure their safety and that of any other passengers where they are able to do so.
- Details of the accident should be noted together with the full details of any other vehicles or persons involved in the accident.
- Under no circumstances should any admission of liability be made.
- As soon after the accident as possible you should report the details to the company. You should complete the company accident report form and return within 24 hours of the accident wherever possible.
- Any repairs to the vehicle must have insurer approval.
- If the accident has been due to any failure or neglect on your part, then disciplinary action may be taken once the full facts of the incident have been obtained.

Actions in the event of a break down

In the event of a breakdown, ensure you take all reasonable steps to stop in a safe place and then ring the office or the on call manager immediately.

The responsible manager will make all of the necessary arrangements, for collection of vehicle and personnel as soon as possible in liaison with any third party that may be deemed necessary.

Vehicle Usage / Passenger

- Vehicles may only be driven by duly authorised company employees.
- Only APW group employees and other work related staff may be carried as passengers. Any other carrying of passengers is strictly prohibited unless specific permission has been granted by an appropriate manager.
- All employees driving company vehicles must possess a valid, full driving licence permitting the driving of the particular type of vehicle.
- All employees must have confirmed that they will be responsible for the payment of any fines imposed as a result of the use of the vehicle or incurred whilst the vehicle is in their care and control or being driven by them.
- Vehicles may only be used on legitimate company business or where permitted for normal social and domestic activities.

Vehicle Return

- The employee shall return the vehicle forthwith on being requested to do so by the company for whatever reason.
- The employee shall, on termination of employment for whatever reason, return the vehicle to the appointed location on the day appointed by the company for the return of the vehicle or on the last day of employment if no other date is specified.
- The vehicle shall be returned in a clean and tidy condition.

The company has a responsibility for ensuring that employees drive in a safe and sensible manner. This Policy is subject to review to ensure that it remains compliant with current legislation.

Protecting Vulnerable Road Users

The roads we travel upon are shared with other drivers of different types of vehicles and alongside vulnerable road users such as motorcyclist, pedestrians, cyclists and horse riders.

The company has a duty of care to ensure that employees who drive for the purposes of work are not putting themselves or members of the public in danger. Drivers have a responsibility to drive in a manner that minimises risks posed to road users including vulnerable users and always look out for the safety of others.

Vehicle Idling

In order to minimise vehicle emissions that negatively impact on the environment and health AP Webb Plant Hire Ltd, is committed to reducing vehicle idling times at depots, in stationary traffic queues and at any other times unnecessary idling takes place. The company actively encourages drivers to reduce levels of idling.

Anti-Idling measures have been implemented to:

- Reduce unnecessary vehicle idling
- Improve air quality
- Protect health
- Reduce wasted fuel
- Reduce costs

The Highway Code states that 'you must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while the vehicle is stationary on a public road.

- You are responsible for ensuring your vehicle does not idle unnecessarily
- You / your vehicle will be actively monitored, and idling time reported by driver / vehicle
- Any fines incurred from unnecessary idling will be paid by you.
- Equipment types e.g., lorry mounted cranes / pumps on your vehicle require the engine to be running. On board equipment will distinguish between genuine and unnecessary idling time.

It is the policy of AP Webb Plant Hire that driver of any vehicle belonging to the business turn the engine off when a vehicle will be stopped for more than 30 seconds, except when in traffic.

Implementation
This policy shall be effective immediately from the date of signature.

Signed……

Mr. Andrew P. Webb
Managing Director

Date: February 2021

Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regards to – **Company Driving Policy.**

Employee Name …….

Employee Sign ……

Date ……..