

Policy Statement:

This Policy is to advise you of your duties as a lorry driver employed by A.P. Webb Plant Hire Limited:

The Operator Licence under which we operate the heavy goods vehicles, which you drive, was granted to us in return for certain undertakings we gave to the Traffic Commissioner. Amongst these undertakings, we stated that we would make proper arrangements to see that all driver's hours and tachograph rules are observed and proper records were kept, that all vehicles would operate within the speed limits and that we would keep all vehicles including hire vehicles in a fit and serviceable condition.

The Operator Licence is at risk if we fail in any of these matters, and as a driver employed by virtue of the operator's licence you are required, after each period of time that you have driven any vehicle, to return a report declaring whether or not there are any defects. If there are defects, these should be listed, if there are no defects you should declare "NIL"

You have been given a duplicate / triplicate book into which these matters must be reported.

On return to the depot the sheet for the day should be handed in to the Transport Manager or handed into the Transport Office, failure to do so may result in a disciplinary matter.

Before setting out on any journey, you are required to walk round the vehicle that you will be driving, you must check the external conditions, ensuring in particular, that the following are safe and working correctly: -

- Lights and Indicators,
- Horn and Screen Wash and Wipers
- Tyres and Wheel fixings,
- Body work
- Trailer Coupling (where applicable),
- Loads and Ancillary Equipment

Any items identified as in need of or requiring attention must be reported immediately to the Transport Manager, you must not drive the vehicle until the defect/s has been remedied.

A system of regular safety inspections is carried out on the vehicle(s) that you drive, and you must make yourself aware of the day and time that any vehicle which you may be driving is due for its inspection.

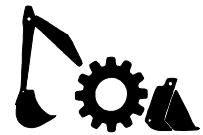
You are required to be fully aware of the Highway Code and to abide by it all times.

In addition, you are required to have the applicable entitlement for the class of large goods vehicle you will be driving on your driving licence.

A copy of your driving licence must be given to the Transport Manager on commencement of employment, you **must** also consent for your licence to be checked by external appointed provider **Licence Check Limited** on a random, but at least twice a year basis.

Your employment as a driver depends upon you being the holder of the entitlement to drive the vehicle of class that you are employed to drive.

You must therefore inform the Transport Manager or the Transport Office of any endorsements of penalty points, prosecutions or convictions pending or endorsed on your licence regardless of whether the offence was committed in a private or company vehicle



The following information will be taken into account at your annual employee appraisal.

- Incidents and Accidents
- Your willingness to accommodate the company's HGV driving requirements
- The extent to which you demonstrate the ability to co-operate, work and communicate with colleagues, supervisors, subordinates and customers.
- The care and respect you show towards the company and vehicles
- Failure to comply with any these matters will be deemed a disciplinary offence.

Working time and drivers' hours

The drivers will abide to EU rules which are identified below:

- There is a maximum daily driving limit of 9 hours (extendable to 10 hours twice a week).
- There is a maximum weekly driving limit of 56 hours (and 90 hours during any two consecutive weeks).
- Drivers must take breaks that total at least 45 minutes during or after a maximum of 4.5 hours of driving. The break can be split into two periods, one of at least 15 minutes followed by one of at least 30 minutes.
- A driver must have 11 hours uninterrupted daily rest. This may be reduced to a minimum of 9 hours no more than three times between any two weekly rest periods. The daily rest can be taken in two periods but the first period must then be at least 3 hours and the last at least 9 hours. The rest must be completed within 24 hours of the end of the last daily or weekly rest period.
- In any two consecutive weeks, a driver must have at least two regular weekly rest periods – these must be at least 45 hours long each, or one period of 45 hours plus one reduced weekly rest period of at least 24 hours. A reduced weekly rest must be compensated by an equivalent period of rest added to another rest period of at least 9 hours, taken before the end of the third week following the week in which the reduction occurred.
- Working day 13-15 hours, this is limited by daily rest requirements. Therefore, normal spread over or shift will be no more than 13 hours, but this can be extended to 15 hours if minimal reduced rest is taken

A rest is an uninterrupted period where a driver may freely dispose of their time.

Signed.....

Malcolm Bennett
Head of Transport Department

Date: February 2020

Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regards to – **Lorry Driver Duties.**

Employee Name

Employee Sign

Date