Passenger Safety –

The company's policy regarding the carrying of passengers, is that only members of the APW Group are permitted be carried as passengers in a vehicle being used for work purposes, None APW Group employees should strictly not be carried as passengers except in an emergency when instructed by management and authorised by a director of the company.

Access and egress for passengers:

- The vehicle must be stationary and in a safe position, away from any potential harm to allow the passenger(s) to access and egress the vehicle.
- Care must be taken when the passenger(s) is accessing and egressing the vehicle – 3 points of contact to be maintained.

In cab seatbelts:

All vehicles are fitted with seatbelts that must always be worn by drivers and passengers.

The driver is always responsible to ensure that any passengers carried wear their seatbelts during the journey.

In the event that a passenger refuses to wear their seatbelt or takes their seatbelt off during the journey the driver must not start the journey or stop the journey in a safe place and notify the on-call manager immediately for further instruction.

Distractions from Passengers:

- All passengers must not distract the driver at any time during the journey.
- The passenger must not obscure the driver's vision at any time during the journey.

Safety of Passengers:

- Passengers should only be allowed in a vehicle if it is designed to accommodate them safely, with suitable seating and restraints.

Signed: …….. Date: February 2020

Mr. Malcolm Bennett
Head of Transport Department

Employee Acknowledgment –

I confirm that I have read and understood the above Policy in regard to – **Passenger Safety**

Employee Name ……

Employee Sign ……

Date ……