

A.P. Webb Highway Driver Handbook



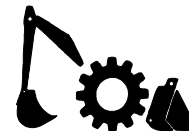
Always obey the speed limit and wear a seat belt.



Never work or drive while under the influence of drugs or alcohol.

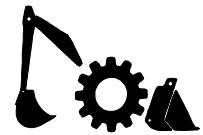


Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Contents

- 1 Foreword**
- 2 General introduction and Driver responsibilities**
- 3 Health and Safety – Driver Responsibilities**
- 4 Certificate of Motor Insurance**
- 5 Passengers**
- 6 Private use**
- 7 Business use**
- 8 Personal car management**
- 9 General Service and maintenance**
- 10 Windscreens**
- 11 Tyres**
- 12 Fuel reimbursement**
- 13 Speedometer**
- 14 Mobile Phones**
- 15 Vehicle Security**
- 16 Return/hand over of vehicle**
- 17 Insurance policy and cover**
- 18 Accidents and Breakdowns**
- 19 Motoring/parking offences**
- 20 Useful hints**
- 21 Declaration**



1. Foreword

These guidelines should be read in conjunction with APW Documents where applicable.

2. General introduction and driver responsibilities

Company Drivers Handbook

The Company vehicle allocated to you represents a substantial investment by the Company in you and your job. In entrusting this asset to your safekeeping you have the responsibility to drive safely and to look after your vehicle as if it were your own.

The Company's Comprehensive/Third Party Insurance Policy covers the vehicle for business use.

You are expected to maintain the vehicle in good condition and ensure it is roadworthy at all times. If it is kept in good order it will be a good advertisement not only for you but also for the Company.

This handbook details the Company's requirements on the use, servicing, running and many other aspects of Company vehicle operation. Please read it carefully and make sure you understand the contents fully. If you have any questions please contact your manager in the first instance.

The company has the right to vary any of the procedures and/or rules at any time. Any variation(s) will be notified to you by usual forms of company communication.

We wish you trouble-free and safe motoring in your Company vehicle.

Manufacturer's handbook

The manufacturer's handbook as supplied with the vehicle should be read carefully, even if you may have driven a similar model previously. Vehicle technology is continually changing (hybrid and electric vehicles for example) and this may highlight the need for different methods of operation or safety procedures.

The handbook should be kept in the vehicle at all times as a point of reference, for technical data; e.g. tyre pressures, and general maintenance information.

Driving licence

You and all other persons authorised to drive company vehicles must hold a full, current and valid driving licence, which must be made available for examination when required by the company. You may be asked to complete a three year mandate or to provide a 'check code' in order that your licence details can be verified via DVLA.

You must immediately report any event (e.g. endorsements, convictions or health conditions) which could invalidate your driving licence, to your manager. All endorsements should be reported for insurance purposes.

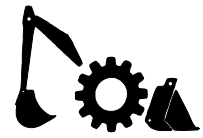
It is your responsibility to renew the licence, including the photocard (where your licence was issued after July 1998) and it should be carried at all times.

Health and Safety legislation including Corporate Manslaughter applies to occupational road risks. The same requirements in respect of checking licences, ensuring the vehicle is suitable for the journey, has a current MOT, etc need to be included.

Permission to drive

You are responsible for the vehicle and for conforming with and carrying out the instructions explained in this handbook. You are also responsible for ensuring that no unauthorised person drives the vehicle whilst it is in your care.

Provisional Licence holders are never allowed to drive Company vehicles.



If an unauthorised person drives your vehicle, neither the vehicle nor the driver, is covered by the Company Motor Insurance. You should note that any person driving an uninsured vehicle is liable to police prosecution, as well as for any damage caused in the event of an accident.

The driving licence you need to tow a trailer

The ability to tow a trailer will depend on the driving licence you hold. The category entitlement on your driving licence will determine the type of trailer you can tow.

Drivers who passed a car test before 1 January 1997 retain their existing entitlement to tow trailers until their licence expires. This means they are generally entitled to drive a vehicle and trailer combination up to 8.25 tonnes MAM. They also have entitlement to drive a minibus with a trailer over 750kgs MAM.

Drivers who passed a car test on or after 1 January 1997 are required to pass an additional driving test in order to gain entitlement to category B+E and all larger vehicles. In addition to the new driving tests, drivers of vehicles which fall within subcategories C1, C1+E, D1 and D1+E also have to meet higher medical standards.

In general, an additional driving test is required for each category or subcategory of entitlement. But there are certain exceptions to this where drivers have already passed one test which involves trailer entitlement for a larger or equivalent sized vehicle.

Detailed Information

For more information on towing and licence categories please visit web sites below.

- [Caravan, Trailer and Commercial Vehicle Towing](#)
- [How to tell DVLA about a medical condition](#)
- [Driving eyesight requirements](#)

Driver Fatigue

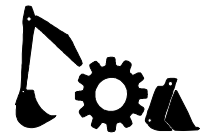
Driving when tired significantly increases the risk of being involved in a collision. Up to one fifth of accidents on motorways and other monotonous types of roads may be caused by drivers falling asleep at the wheel; however, all drivers who fall asleep at the wheel have a degree of warning.

To minimise the risk of fatigue, drivers should follow the following guidance:

- Consider whether the journey is absolutely necessary; where meetings are concerned, consider other methods of communication such as teleconferencing. Consider other means of transport - train/bus?
- Risk assessments need to be carried out to ensure that the risk of driver fatigue is correctly managed.
- Ensure wherever possible that you plan work patterns to minimise the likelihood of driver fatigue.
- Drivers should attempt not to drive for more than 2 hours without having a break. Ideally drivers should be encouraged to take short, frequent breaks during journeys.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Some foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease but not prevent the onset of fatigue on a journey.

Examples are:

1. Temperature: Cool dry air, especially on your face, helps keep you alert.
2. Sound: Irregular or variable sounds e.g. conversation can stimulate alertness.
3. Environmental light: bright light tends to increase alertness while dim light leads to drowsiness.
4. Aroma: Studies have found that some smells, e.g. peppermint, make people more alert. Others, like lavender, have a sedative effect.
5. When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place:



- Stop and park safely
- Have a high energy or caffeinated drink
- Set their alarm or mobile phone
- Take a 'powernap' for no more than 15 minutes
- Do not drive until fully alert
- Call your Manager or On Call Manager if you require temporary accommodation.

In-car distractions

Portable in-car driving aids such as satellite navigation and mobile phones can be business-efficient but simultaneously, hazardous.

Vehicle manufacturers' systems are fitted to the highest standards in order to help drivers concentrate. But there are concerns about the fitting of aftermarket devices.

For example, satellite navigation systems and speed camera detectors can be fitted on a vehicle's dashboard or windscreen, often obscuring clear vision. Also, some systems can be adjusted by the driver, so diverting attention away from the primary task, that of driving safely.

Poor location of devices can also affect safety features, such as airbags, or injure the driver in a collision. Those without a dimmer light facility can also reduce driver vision at night. Incorrect fitting and placing of brackets for mobile phones – often at a driver's knee level – can be potentially lethal in a road crash.

Therefore the company insists on the following.

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of aftermarket equipment should be approved by the vehicle owner, as well being compliant with vehicle manufacturer guidelines.
- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving and screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in-car devices while driving.

3. Health and Safety – Driver Responsibilities

As part of our Driving at Work Policy, we are committed to reducing the risks which our staff face and create, when on the road as part of their work. Employees who drive as part of their duties are expected to make themselves familiar with the company driving for work policy and should ensure that they practice safe methods of driving at all times. Under the health and safety at work act 1974, every employee has a duty to ensure the health, safety and welfare of themselves and others whilst at work.

The company may require that telemetry and/or in-vehicle CCTV is installed in company vehicles. The primary aim for this is to reduce driving at work incidents, injuries and costs, but could also include identifying higher risk drivers, vehicles and routes, optimising routes and schedules, reducing exposure to high risk driving situations, identifying driver training needs, reducing vehicle costs and improving collision investigation. We ask that you support such initiatives.

All employees are duty bound by law to ensure that you "work" safely and must not knowingly do something or omit to do something which may put yourself or others at risk.

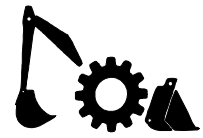
a) Alcohol, Drugs and Driving

Alcohol

There are strict legal alcohol limits for drivers, but it's impossible to say exactly how many drinks this equals - it's different for each person. The limits in Scotland are different to the rest of the UK. If you drive or attempt to drive, while above the legal limit or unfit through drink you may get:

- 6 months' imprisonment
- an unlimited fine
- a driving ban for at least 1 year (3 years if convicted twice in 10 years)

Causing death by careless driving when under the influence of drink can lead to;



- 14 years' imprisonment
- an unlimited fine
- a ban from driving for at least 2 years
- an extended driving test before your licence is returned

Drug Driving

It's illegal to drive if either:

you're unfit to do so because you're on legal or illegal drugs

you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them.

Talk to your doctor about whether you should drive if you've been prescribed any of the following drugs:

- amphetamine, eg dexamphetamine or selegiline
- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs, eg codeine, tramadol or fentanyl
- oxazepam
- temazepam
-

You can drive after taking these drugs if:

- you've been prescribed them and followed advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits

Penalties for drug driving

If you're convicted of drug driving you'll get:

- a minimum 1 year driving ban
- an unlimited fine
- up to 6 months in prison
- a criminal record

Your driving licence will also show you've been convicted for drug driving. This will last for 11 years.

The penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

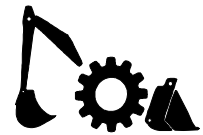
Any employee who seeks help and guidance in overcoming a drug or alcohol problem will be treated positively by the company, but only if this is before being selected for a screen or test, for any reason. The Company will make every effort to find alternative employment for drivers who are temporarily rendered unfit to drive, as a result of prescribed medication, but who are still able to undertake other duties.

Failure to disclose the use of legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police this will also result in loss of driving licence and a fine.

Employees, whose normal duties include driving, will be, during all working hours, subject to the statutory limits applicable to alcohol and drugs, as specified from time to time; failure to adhere to these limits will be a disciplinary matter.

The company reserves the right to carry out screening;

- at the start of employment
- with cause



- with suspicion
- randomly

b) Sleep Apnoea

It is generally appreciated that driver fatigue and tiredness compromise safety. It is important however to be able to recognise "Sleepiness" where it is due to an underlying medical condition such as OSA (Obstructive sleep apnoea)

Many drivers with OSA have had a motor vehicle accident due to falling asleep at the wheel. Most sufferers do not realise that they have the condition.

Invariably, OSA victims suffer from excessive daytime sleepiness and other symptoms include:

- Loud snoring (With periods of silence followed by gasps)
- Generally restless sleep
- Falling asleep during the day
- Morning headaches
- Difficulty concentrating/forgetfulness
- Irritability and or mood/behaviour changes

If any person suspects they may have this condition they should contact their GP. The condition is generally fully treatable without the need for surgery.

c) DVT (Deep Vein Thrombosis)

DVT can affect individuals who are seated in a confined space for extended periods of time.

To minimise the risk, it is recommended that both drivers and passengers take the following precautions:-

1. Stop and take a break at least once every two hours where practical
2. Get out of the vehicle, walk around, exercise the lower legs and take in fresh air.
3. Drink plenty of water, to stay hydrated
4. Wear loose fitting clothing.

Symptoms of DVT may include:-

1. Swelling of the legs
2. Redness and an increased temperature of the leg
3. Noticeable pain

If any person suspects they may have this condition, medical assistance should be sought immediately.

d) Smoking Policy

It is a legal requirement that smoking is not permitted in places of work, including business vehicles. Where the vehicle may carry more than one specified employee a 'No Smoking' sign should be displayed.

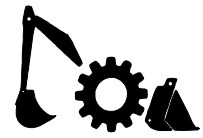
Smoking is prohibited in any company vehicle or any vehicle being used on company business.

4. Certificate of Motor Insurance

The Insurance Certificate of Motor Insurance for vehicles and copies are available if required.

5. Passengers

Company employees only should be carried. However, at no time must the seating capacity of the car be exceeded and passengers must occupy a factory fitted seat fitted seat equipped with a seat belt.



Passengers should not be carried for hire or reward under any circumstances.

6. Private use

The vehicle must only be used for normal road travel. The vehicle must not be used for, racing, pace making, trials, hill climbing, sprinting or in any competition, or any off-road event. We do not allow any form of driving tuition in company cars

The vehicle must not be over laden or used for a purpose for which it was not designed.

7. Business use

Only employees of the Company are allowed to use the vehicle for business purposes..

Company vehicles are provided for business use and staff must ensure that the vehicle is available for that purpose.

You must keep full and accurate details of your business mileage and complete and return the company's mileage record / LOG BOOK frequently (at least every two weeks).

Vehicle Sharing

Where possible and practical, drivers should consider car sharing to and from work, as long as this would not jeopardise working efficiency.

8. Personal vehicle management

It is your responsibility to ensure that the vehicle allocated to you is kept in good working order and is operated in a safe and legal manner at all times.

The vehicle may be liable to spot checks periodically by your Manager. The following sections detail the main elements of personal car management.

ADAS

Modern vehicles often benefit from advanced driver assistance systems (ADAS), such as lane departure warning, autonomous emergency braking and speed sign recognition. These systems are designed for your safety and must not be disabled or tampered with.

Seating position and safety

To minimise this risk of suffering from back, neck or shoulder problems and also provide you with improved neck and spine protection, the following seating position should be adopted.

- The lower chest should come forward and up in order to relax the shoulder blades back and down
- Shoulder blades should be in good contact with the back of the seat. The lower spine should not push into the back support.
- The back of the head should be lightly resting on the head restraint.
- Hands should be in the ten to two position with arms relaxed.
- The steering wheel should be directly in front of the driver and the driver should be able to rest their wrist on top of the steering wheel without stretching.
- The driver should be able to reach and operate all the controls without effort.
- Unless there is a specific exemption, seatbelts must be worn at all times.

How to adjust your head restraint for maximum protection against whiplash injuries

To be effective, a head restraint must be as close to the back of the head as possible (touching is best) and the top of the restraint should be as high as the top of the head. Remember it is a head restraint, not a headrest.

For more detail on whiplash protection and seat ratings visit [Thatcham Research](#)



Daily/Weekly checks

For your own safety and to ensure that the best reliability is obtained from your Company vehicle, get into the habit of making the following checks detailed below.

Daily

- Check tyres visually
- Ensure that all lights are operating correctly. It is an offence to drive if your lights are not functioning properly.
- Ensure that you have sufficient fuel
Clean the windscreen, all windows, mirrors, headlamps and all other light lenses and number plates.

Weekly

- Check and correct the tyre pressure and tread wear including the spare wheel (if fitted). Keep to the pressures recommended in the manufacturers handbook. It is an offence to have defective tyres.
- Check the engine oil level and also before setting out on a long journey
- Check the battery and ensure that all connections are secure.
- Check the radiator coolant mixture level and also before setting out on a long journey. To avoid injury, this should be carried out when the engine is cold
- Top up the windscreen washer reservoir. Check the action of the windscreen wipers and the condition of the wiper blades at the same time. It is an offence if your windscreen washer is inoperative for any reason.
- Check the clutch fluid and brake fluid reservoirs (where fitted)
- Complete a visual check of the vehicle and report any defects

Load carrying

Unrestrained loads in cars – especially estates - can cause major accident damage and personal injury by becoming a missile 'flying' through the vehicle if the driver brakes or swerves suddenly; please ensure that any load restraining features fitted to the vehicle, are utilised.

When carrying any type of load and this can include documents, sales literature and samples, IT equipment, tool boxes and personal items, they must be restrained. Load carrying risks can be minimised by ensuring that your vehicle is capable of **safe** load carrying.

This means the need for restraining hooks, straps and cargo nets. Smaller items should be inside a storage box, secured in the boot. These requirements apply to all motor vehicles used on company business, regardless of size and use.

A risk assessment of load carrying by vehicles should be completed to identify safe work practices and drivers who may need additional training. Any additional equipment required such as straps, storage boxes or nets are available from the fleet/transport office.

9. General service and maintenance

Preventative maintenance through inspection and regular servicing can reduce the defect rate and help improve reliability and safety. It is therefore important that your Company vehicle is properly maintained.

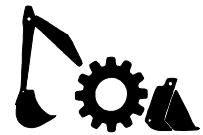
a. Servicing and maintenance

Company vehicles must be made available on request for service/Maintenance.

10. Windscreens

My windscreen is only slightly damaged - should it be replaced?

A chip in your windscreen will only get worse if neglected and cracked windscreens are a major reason for MOT failure. However stone chips can be repaired by means of resin injection and most insurance companies will pay the full cost of a windscreen repair. This not only prevents the damage from getting worse, it also saves the expense of having to pay any glass excess required for a replacement windscreen.



Where replacement is necessary the Company has arrangements for the replacement of windscreen please contact Transport Dept.

11. Tyres

The life of tyres depends to a large extent on the manner in which the vehicle is driven. Excessive speed, braking or acceleration will cause tyres to deteriorate. If they are repeatedly driven against kerbs or large stones the walls of the tyres will weaken.

Similarly, if tyres are not maintained at the manufacturer's recommended pressures accelerated wear will occur. You are required to pay particular attention to these points.

You should regularly check tyres and, if there is doubt, any authorised tyre depot will check your tyres and advise on replacement as necessary.

A list of tyre suppliers is provided with the handbook supplied by the Company (Leasing Company).

To have tyres which are defective for any reason constitutes an offence for which the police could prosecute you. Each defective tyre can be penalised with 3 penalty points and/or a fine.

Safety

In case of a puncture when on the road, you must consider your own safety that of your passengers and other road users.

The highway code outlines what to do in this event.

If it safe to do so, exit the vehicle from the highway.

Put on your High Visibility Vest/ light coloured Jacket, secure the vehicle and move to a safe area and wait until the assistance arrives.

12. Fuel reimbursement

Fueling of all company vehicles should in the first instance be carried out at Common road depot. If this is not possible permission must be granted from your Manager, or the On call Manager.

HGV drivers on Company business must only purchase fuel using the Company's Fuel Charge card.

Any fuel purchased away from the depot has to be accompanied by a receipt, which you are to return to your Manager for signature at the earliest convenience.

Lost cards must be notified to the Accounts Department immediately.

Any abuse of the system, whereby private fuel is being bought/taken using the Company's Charge card or fueling system for instance, will be considered a disciplinary offence.

13. Speedometer

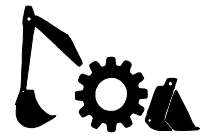
It is an offence to drive the vehicle when the speedometer and/or odometer are defective. It is your responsibility to ensure that the speedometer is in proper working order at all times. If the odometer is faulty then this must be advised to the Transport Manager.

14. Mobile Phones

Mobile Phone Safety Policy

It is an offence for a driver to:

- Speak or listen to a phone call on a hand held phone.
- Send or receive text messages or images.



- Use any hand held device to access data, including the internet.
- Hold any electronic device used for "accessing" oral, textual or pictorial communications.

Driving is defined as sitting at the wheel of the vehicle with the engine running.

It is worth noting that as employers we will not be legally liable for supplying a mobile phone to a driver or inadvertently phoning them when in the vehicle

As an employer we cannot and will not "cause or permit" the offence of driving a vehicle that someone cannot properly control.

Using a mobile phone while driving a motor vehicle is an endorsable offence (CU80), where 6 penalty points will be applied in addition to a fine.

As a consequence we prohibit all use of hand held mobile phones whilst driving. In addition where hands free kits are provided these should only be used for incoming calls and then only when it is safe to do so.

The message should be brief; outgoing calls should only be made when the vehicle is parked in a safe, legal place with the engine turned off. The use of mobile phones to access the internet/social media is strictly forbidden whilst driving.

These rules apply to the use of all types of mobile or fixed communication or other electronic equipment including satellite navigation and telematics equipment.

15. Vehicle Security

New cars and light commercial vehicles usually have a good level of engine immobilisation fitted as standard. It is becoming very difficult for thieves to "hot wire" a vehicle. This has led to a rise in theft of keys and car jacking. Always drive with your doors locked. In the unlikely event that a person forces you to hand over the keys to your car, do not resist. You are more important than the car. Phone the police and try to give a clear description of the thief.

Night parking

You should take all sensible precautions regarding parking. At night, garage the vehicle if possible; do not leave property in the vehicle overnight especially laptop computers, mobile phones and portable satellite navigation systems, always lock your car when there is no one in the vehicle (even at fuel service stations). Do not park it in the more vulnerable positions in car parks try and park in a well lit area so it is safer when you return to your vehicle.

Vehicle Key Security

One vehicle is stolen every two minutes of every single day!

This statistic shows that although vehicle crime is falling, your vehicle could still be stolen if you do not take sensible precautions to secure it. Vehicle manufacturers, in conjunction with insurance companies have worked very hard to develop more effective security systems to prevent vehicle theft. However, criminals are constantly finding new ways to steal vehicles.

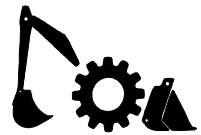
As a consequence, drivers should be alerted to the increased number of thefts from homes and workplaces, where the prime object is to obtain the vehicle keys and subsequently the vehicle. Once they have the keys, it only takes a few seconds for them to jump in and drive away with your vehicle.

There are some simple steps that can be taken to protect the vehicle and its contents;

Vehicle keys should be kept in secure position at all times and not left within easy reach such as on a table or key board overnight or when the premises is unattended. Never leave the keys in an obvious place, be vigilant at all times and remain key aware by following these simple steps:

Always take and keep your keys with you, even when:

1. Filling up with fuel
2. making short stops for deliveries or to call into a shop for instance



3. Loading/unloading items into the vehicle

Never leave your vehicle unattended when:

1. Warming up your car in the winter
2. Cooling it down in the summer

Always keep your keys safe when not using your vehicle:

1. Keep them out of sight
2. in a secure place
3. Away from windows and doors
4. Do not leave keys on a desk in an open office area, especially where there is public access.
5. Avoid displaying the registration number on the key ring.
6. Consider the use of a Faraday pouch to store the keys of vehicles equipped with keyless entry/ignition.

16. Return/hand over of vehicle

When returning your vehicle you must ensure that it is clean inside and out, log book all up to date and has no significant damage.

Please note that the Company has to rectify undue wear and tear, and any such costs may be passed on to the driver.

All original features must be present and all original equipment refitted when the vehicle is returned at the end of its period; badges, and additional equipment must be removed and any resulting damage fully repaired.

The cost in rectifying burns, tears, heavily stained areas or excessive wear to the inside of the vehicle and luggage area will be charged to the driver.

The cost of rectifying body damage, which would normally be repaired under the terms of the insurance policy, will be charged to the driver.

17. Insurance policy and cover

The Company has arranged comprehensive insurance with Aviva that covers loss of or damage to the vehicle and protects against third party liabilities.

However, the insurers may refuse cover if for example the vehicle is not maintained in a roadworthy condition and cover may also be invalidated if the vehicle is driven by a person who is not authorised or not qualified to drive it.

Aviva will deal with all claims made by the third parties and so under no circumstances are you to admit liability or to make any arrangements for payment yourself.

Following an incident, any third party communication, notice of intended prosecution or summons must be passed to the Compliance dept unanswered, immediately.

Aviva have full discretion in the conduct of any proceedings or the settlement of any claim.

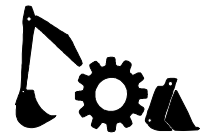
Personal belongings are **not** insured against loss or theft, therefore you are recommended to take out separate or additional cover especially when for example you are going on holiday.

In your own interest, please adopt the following best practice: -

- a. Where possible do not leave any items in unattended vehicles.
- b. If items must be left in the vehicle, they should be securely locked in the boot.
- c. Property ought not be left in the vehicle overnight.

Additional insurance terms

In the event that our insurers impose an additional policy excess and/or charge additional premium in respect of an individual driver because of their record, (usually for reasons of very poor claims experience, or



driving convictions), that extra cost may at the companies discretion be charged by the Company to the driver concerned.

Disciplinary action, possibly leading to the withdrawal of vehicle entitlement, will be taken against an employee convicted of a serious (e.g. drink / drug) driving offence whilst on Company business and/or with a very poor 'own fault' accident record.

18. Accidents and Breakdowns

To comply with the terms of our motor insurance policy, it is essential that the reporting procedures detailed below are strictly observed following any incident occurring in connection with the vehicle (whether or not involving a third party).

The sooner our insurers are notified of incidents, the quicker our vehicle can be repaired and other party claims dealt with. Prompt action will undoubtedly save us money and also help to enhance our corporate image.

Incident reporting procedure

In the event of an impact or injury

- a. At the scene, make sure that the emergency services are contacted if required.
- b. Provide any person having reasonable grounds to know, driver name, vehicle detail and insurer details (Aviva). **At no stage admit responsibility and make no comment or statement regarding the accident (except to a police officer).**
- c. If a camera or camera phone is available, photograph the incident location from a number of different directions and take pictures of any vehicles / property damaged. Road measurements may also be useful to record. (Pace out only if safe to do so).
- d. Complete an 'Incident Recording Form' (also included within this handbook)
- e. Notify the matter by telephone immediately to your dept Manager or the On call Manager to receive further instruction.

In relation to all other instances of loss or damage (including theft, malicious damage, fire etc) an 'Incident Recording Form' should also be completed and the matter reported immediately to the Transport Manager or On call Manager.

Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately but must still be reported.

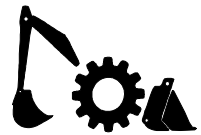
NOTE 1 – incidents involving personal injury must be reported to local police within 24hrs and it is also necessary to notify police of damage to lamp posts, telegraph poles, bollards, manhole covers, road signs or other public property. Remember that if you fail to stop after an accident and fail to notify the other party or the police, you may be prosecuted.

NOTE 2 – In order to better understand the causes of motor accidents and with a view to improving future health and safety, you may expect your manager to interview you following any incident.

NOTE 3 - If, because of the deliberate late supply of, or inaccurate nature of the information surrounding an incident, the company is involved in additional costs, the employee responsible will be subject to disciplinary action. This may also incur a £250 payment to cover insurance penalty charge for late notification chargeable to the employee.

Breakdown

Should the vehicle suffer mechanical or electrical problems, where possible you should avoid stopping in a dangerous place (such as on a roundabout, or where other road users will have difficulty seeing the vehicle). Do not attempt to repair the vehicle yourself, please call the Transport Manager/ On call Manager for



assistance. While waiting for the breakdown service to arrive, you should switch off the engine, switch on hazard lights and wait away from the vehicle in a safe place, away from traffic.

On a motorway this should be beyond the hard shoulder, up the embankment if there is one, or the other of any crash barrier. You and any passengers should exit the vehicle from the nearside and never cross the motorway.

19. Motoring/parking offences

Any traffic offence, endorsements, imposition of penalty points etc. must be reported to your manager, who will review the insurance implications. Failure to notify your manager may well invalidate your insurance and may be deemed as a disciplinary matter.

You are personally responsible for any fines resulting from the above. If you are convicted of a driving offence and consequently lose your driving licence it may mean your suspension and subsequent loss of employment, or redeployment to another appointment within the Company at the Company's discretion.

Company drivers are required to pay any fixed penalty, such as for a parking offence, within the prescribed time; if you fail to do so the Company is held accountable. In addition, any such charges will be deducted from your salary together with an administration charge; this administration charge will be reviewed annually. You are reminded that administration charges can be avoided by prompt payment of fixed penalties, as required by law.

20. Useful hints

- Carrying spare bulbs for your car is always very handy. In fact, Just put them in your boot and make sure your owner's manual is handy so you know how to fit them.
- Check your car's oil and coolant level when the engine is cold and you are parked on level ground.
- Try to avoid hitting your tyres against kerbs, especially when parking. It can cause the tyre to weaken without showing any damage on the outside and also damage your wheel which may affect your tracking.
- Check your spare tyre from time to time (if fitted); you never know when you might need it. And it's an offence to fit a spare that is not roadworthy.
- Don't just use screen wash to stop your water freezing in the winter. It's great at removing insects from your windscreen in the summer too.
- We recommend you change your wiper blades regularly, even if they haven't been used very often. This is because the rubber deteriorates over time when exposed to the atmosphere. In the interim period an occasional wipe with methylated spirit will avoid streaking.
- Always carry a pair of sunglasses in your car even in the winter in case of need.

We'll leave you to decide whether these tips work for you or not. However, please let common sense prevail at all times.

Keep this handbook in your glove compartment at all times.

21. Declaration

I confirm that I have read and understand this document and will abide by the rules etc contained within it:

Name:
Staff No
Department:
Date: