Abstract

This policy aims to set out the responsibilities required by anyone within the Company who drives on business on behalf of the Company, regardless of whether they drive a vehicle provided, hired or leased by the Company or use their own vehicle for business related trips.



**Driver Safety Policy**

**For**

**(Insert Your Company Name here)**

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# Policy statement

According to the Health & Safety Executive, more than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time. Health and safety laws are applicable to all on-road work activities in just the same way as it does to all other work activities, xyz therefore need to manage the risks to drivers as part of their health and safety arrangements.

We consider your safety a priority so to reduce the potential risks associated with driving, we have produced this policy which sets out what you can expect from us and what we expect from you in managing work-related journeys.

# Statement from ??

Driving is not considered a risky task by most people, after all, most of us do it daily and drivers probably think that crashes happen to other people, not themselves, and because we drive day in day out without incident, we are lulled into a false sense of security into believing driving is not dangerous.   
  
Statistics tell us a very different story and getting behind the wheel of a car is probably the riskiest thing any of us do on any given day.

Employers such as us have a duty of care to ensure staff are safe at work and this extends beyond the workplace and into a vehicle, if it is being driven as part of an employee’s work.

xyz take workplace road safety very seriously and as well as ensuring that legal and health & safety obligations are meet, we also want to do the right thing for our employees. This policy is designed to encourage safe driving practices and to articulate what is expected of all our drivers when involved in work related journeys.   
  
We all have a part to play and, in this regard, I commend this document to you as a valuable resource and a statement of expected standards that we must all observe in order to minimise risk and maximise safety.

# Scope

This policy is applicable to all drivers of all vehicles and is considered a business-critical document. It is essential that you read and abide by this policy should your role require you to drive on any trips that are in relation to work.

# Legislation and Codes of Practice

The legislation applicable to driving and vehicles reinforcing this policy is in part derived from the Road Traffic Act 1988 and includes the Road Vehicles (Construction and Use) Regulations 1986 and The Motor Vehicle (Driving Licence) Regulations 1999, as amended.

It should also be borne in mind that health and safety legislation, not least the Health and Safety at Work Act 1974, will apply to all work-related journeys and to vehicles operating in and around the workplace.

Other legislation and Company rules may apply. Guidance is given in the [‘Highway Code’](https://www.gov.uk/browse/driving/highway-code-road-safety), which is deemed the relevant Code of Practice for all drivers.

# Responsibility for Safe Operation of Vehicles

It is your responsibility to operate any vehicle or associated equipment safely, legally and comply with this policy or any other policy applicable to your role and vehicle type driven.

It is a requirement that anyone driving on Company business must drive in accordance with the Highway Code. It should be remembered that sections in the Highway Code that state ‘**Must**’ or ‘**Must Not’** are points of law. It must be remembered that ignorance of the law is never an excuse and drivers are personally responsible for any breach of traffic law.

It is the Company’s responsibility to ensure that all legal and safety requirements are met for the vehicle/s to be driven, demonstrating a duty of care covering both Company supplied vehicles or those using their own vehicle on business.

# Definition of a work-related journey

It is important that you understand what constitutes a work-related journey so as not to fall foul of any legislation.

Your commute from home to your normal place/s of work and back are not considered work-related, see exception to the rule below. Any other journey you make on behalf of the Company, regardless of the frequency or distance or whether it is made in your own vehicle, if permitted, or a vehicle provided by the Company is considered a work-related journey.

## Exception to the rule

If you divert from your normal place/s of work to attend an appointment or task after leaving home, this is not considered your normal commute, the whole journey is therefore considered work-related. Similarly, if you leave your normal place/s of work and attend an appointment or task on your way home, the whole journey is considered work-related.

You are respectfully reminded that if you are driving as part of your work, you are ‘at work’.

# xyz Responsibilities

The Company will do all it can to ensure that you are not required to drive under conditions which are considered unsafe or illegal. It will do this by ensuring:

* You are aware of your responsibility to check any vehicle prior to its use and for Company provided vehicles, we will ensure that a vehicle defect and rectification process in place
* xyz have conducted a risk assessment of their driving activities and will strive to mitigate any identified risks
* Managers will be required to monitor your work schedules to ensure that safe driving practices are not comprised
* Your individual driving needs and experience will be taken into consideration and training will be provided based on a need’s analysis in line with the type of vehicle being driven for work purposes
* Some training might be considered as mandatory. Your Manager will advise you what your training you are required to undertake
* Data on collisions, driving offences and near-miss incidents will be captured and used to ensure continuous improvement and review of this policy
* You are required to have your licence checked via the DVLA before being permitted to drive on Company business and checked again annually thereafter, more frequently if you have endorsements, for example:
  + Three points or less – annual check
  + Up to six points – check every 6 months
  + 9 points or more – check every month
* xyz will set acceptable levels of penalty points. Drivers who hit or exceed this threshold may be subject to additional interventions aimed at better understanding the reasons for the points being accrued enabling appropriate support to be put in place
* This policy is communicated to all members of staff who do business miles on behalf of the Company, regardless of who owns the vehicle
* All vehicles provided by the Company will be appropriate to their intended use and fit for purpose
* xyz will not ask you to work excessively long hours which then require a long journey
* You will not be expected to make any journey that is considered unsafe, in extreme weather conditions for example

# Responsibility of drivers

Whenever you drive on Company business you must consider your safety, the safety of any passengers or other road users that you meet. There is an expectation that you will:

* Read, understanding and adhere to this policy at all times
* Be familiar with and adhere to any advice or guidance contained in the Company Driver Safety Handbook
* Not smoke in any vehicle used for work-related journeys
* Be responsible and accountable for your own actions when driving
* Ensure that you hold a current & correct driving licence for any vehicle you intend driving
* Immediately notifying your Managerof any endorsed traffic offences or if your driving licence has been suspended, cancelled or has limitations placed on it
* Ensure that any vehicle you use is safe to operate prior to use – never assume your vehicle is safe, conduct a walk-around safety check of your vehicle, paying special attention to lights and tyres
* Report all and any vehicle defects on Company vehicles to your Manager
* Report any collisions or near-miss incidents that occur while driving for work to your Manager
* Ensuring that you are familiar with and confident to drive any vehicle that is about to be used. If in any doubt contact your Manager prior to making or continuing any journey
* Agree for the Company or its agent to conduct a DVLA driving licence check
* Notify your Manager if there are any changes to your health that may affect your diving and specifically if you suffer any DVLA notifiable medical conditions
* Notify your Manager if you are taking any prescribed medication that might affect your ability to drive safely

# Authorised Driver Arrangements

In order to drive a vehicle, including your own on Company business, you MUST apply to become an authorised driver.

In order to become an authorised driver, you must:

* Be granted permission by your Manager
* Complete the appropriate Authorised Drivers application form
* Sign an authority for the Company to conduct a DVLA licence check by generating and inserting the DVLA Check Code on the application form (see note below - provision of driving licence information)
* Send the completed form to your Manager

You **MUST NOT** drive on Company business until you have received confirmation from your Manager that you are authorised to drive.

### Sharing the driving in Company vehicles

On some journeys there is the potential for sharing the driving. In such circumstances, only those drivers who have gone through the appropriate authorisation process are permitted to drive a Company vehicle. For longer journeys, this practice is positively encouraged provided always that such sharing activities are legal and compliant with this policy at all times.

## Provision of driving licence information

In order to drive on Company business, the Company must conduct a licence verification via the DVLA driving licence checking portal. In order to grant permission for the licence check to take place you need to provide the Company with a Check Code, this can be generated via the Governments official website, see ‘generating a Check Code’ below.

### Providing xyz with the authority to check your licence

xyz have a legal obligation to ensure that anyone who drives on business, regardless of whether they drive their own vehicle on one provided by the Company, have a valid driving licence.

In order to fulfil this obligation, xyz will need to check your licence entitlement against the DVLA database. To satisfy general data protection regulations (GDPR) we need your permission. By signing the application form to become an authorised driver you will be granting xyz to:

* Access your DVLA details via a check code provided by you (the driver)
* Download and store securely a copy of your licence details held on the DVLA database

### Generating a Check Code

To generate a Check Code please first ensure you have the following to hand:

* your driving licence number
* your National Insurance number
* Your postcode (as printed on your driving licence

Then visit Gov.UK website: <https://www.gov.uk/view-driving-licence>

Once on the ‘View or share your driving licence information’ page, click the green ‘Start Now’ button and follow the on-screen instructions.

Generate a check code and write in on the application to become an authorised driver form.

# Driving within the UK on a non-Great Britain license (England, Scotland and Wales)

In certain circumstances is it possible for non-GB licence holders to drive in the UK, however, this must not be taken for granted.

The rules appertaining to non-GB issued licences are complicated, you must therefore seek advice from your Manager.

# Driving Convictions

When using any vehicle on Company business you must immediately inform your Manager of:

* any requests by Police or the authorities to produce your documents
* notices of intended prosecution (other than parking offences)
* Motoring convictions
* licence endorsements

Any penalties, parking/toll fines or convictions received by you whilst on Company business are your responsibility, not the Company’s.

# Expected Driving Standards

You must remember that while driving on business you are ambassadors for the Company and therefore there is an expectation that:

* You will always drive in accordance with the law
* Be patient and display courtesy to all road users
* Do not engage in any behaviour, be it verbal, by gesture or the way you drive your vehicle that would be considered by most people to be inappropriate and unacceptable

The roads of today are busy, and we are often competing for the same space while wanting to make progress. It is inevitable that some situations will irritate you or other people may make mistakes, however, this is never an excuse to engage in any irrational, aggressive or confrontational behaviour. You are expected to take a sympathetic and calm approach to such situations.

**Dangerous Goods**

The carriage of dangerous goods as classified by the UNECE Transport of Dangerous Goods Regulations within Company vehicles is only allowed with prior agreement from your Manager. A formal risk assessment needs to underpin all such activities.

# Tolls and Parking Charges

Reimbursement for any tolls or parking charges can be made in line with xyz expenses policy.  This does NOT include any fines for parking illegally.  **Please note:** Some toll charges are collected via Automated Number Plate Recognition (ANPR), it is the driver’s responsibility to either pre-pay the charges before the journey or pay the toll within the required time limit after the journey.

# Driver Fitness and Health

It is essential that you can meet the minimum legal standard for health and driving, as prescribed by the DVLA, this includes eyesight and the recommendation that you have your eyes tested at least every 2 years.

The DVLA eyesight standard states that you must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.

If prescribed by an optician, eyesight correction, such as glasses or contact lenses, may be worn to achieve this standard but then **must** be worn when driving. It is an offence to drive with uncorrected defective vision.

If you are permitted to drive on Company business you must notify your Manager if you develop a DVLA notifiable condition, or an existing condition worsens, and your job description requires you to drive.

These include:

* neurological and psychiatric conditions,
* alcohol dependency
* certain drugs
* vision
* diabetes
* heart conditions
* sleep disorders
* cancers and tumours

If in any doubt consult your medical practitioner and seek advice from your Manager.

Full details of DVLA notifiable medical conditions can be found on the Governments website: <https://www.gov.uk/browse/driving/disability-health-condition>

Or by writing to:

Drivers Medical Group  
DVLA  
Swansea  
SA99 1TU

Telephone 0300 790 6806, Email [eftd@dvla.gsi.gov.uk](mailto:eftd@dvla.gsi.gov.uk).

# Alcohol, Drugs & Medication

You **Must Not** if your driving is impaired due to alcohol, drugs, or so called ‘legal highs’. You must adhere to the Company policy on Drugs & Alcohol at work.

Any conviction relating to this would be regarded as Gross Misconduct and may lead to dismissal. A conviction for failing to provide a drink/drug specimen to the Police will be considered in accordance with the Company Disciplinary Policy and procedure applicable to all staff.

Important - The Law makes no distinction between illicit drugs or prescribed/over the counter drugs.

You must always be and remain aware of the effects that alcohol, drugs (prescribed or illicit) and medications (prescribed or purchased) may have on your driving. Always read the information leaflet or consult your GP or Pharmacist for advice.

Care must be given to the risk of being unfit, impaired or over any ‘legal limit’ to drive especially ‘the morning after’ a period of consumption the night before or after daytime consumption.

Many prescribed and over-the-counter medications can affect a driver’s ability. If taking prescribed medication, then advice should be sought from your GP or Pharmacist and you must ensure you are aware of the effects on your ability to drive or safely operate any equipment and adhere to advice given. You must therefore advise your Manager if you are taking any prescribed medication that may affect your driving, this information will be treated as confidential and only used to ensure you are kept safe while at work.

When making any work-related journey you will be held liable for any injuries, damage or infringements of law you cause while driving, if under the influence of drink or drugs.

Below is a list of the drugs that are considered as having the potential for misuse. Providing you are taking these in strict accordance with your GP you are not committing any offence:

Generally, prescription drugs used to treat:

* Anxiety (flunitrazepam, diazepam, clonazepam, lorazepam, oxazepam, temazepam)
* Extreme Pain (morphine)
* Drug Addiction (methadone)
* Illicit drugs
* Benzoylecgonine
* Cocaine
* Cannabis
* Ketamine
* Lysergic acid diethylamide (LSD)
* Methylamphetamine
* Methylenedioxymethaphetamine (MDMA-Ecstasy)
* Heroine and diamorphine

Note - Illicit drugs can stay detectable within your body for periods between one and three months

# Risk assessments

The Company has a risk assessment in place covering the safe operation of its vehicle fleet, including any vehicle owned by the employee but used for work purposes. Drivers must make themselves familiar with this risk assessment. If you feel any additional risk assessments are required or amendments to an existing risk assessment, you must consult your Manager at the earliest opportunity.

# Vehicles - use & procedures

## Maintenance of Company Vehicles

The Company will ensure all vehicles are taxed, have a valid MOT certificate (where applicable) and serviced in accordance with the manufacturers’ recommendations.

The Company will undertake any maintenance work required in order to ensure that the vehicle is kept in a road-worthy condition and meets all legal requirements.

## Pre-journey safety checks

It is your responsibility to carry out pre-journey checks on any vehicle used for work, regardless of who owns the vehicle, and for Company vehicles, report any defects to your Manager without delay. Remember, you are legally responsible for the vehicle once you take it onto the public highway.

Do not assume that the person who drove the vehicle before you carried out the pre-drive safety checks or reported any defects.

As an absolute minimum, the following should be checked:

* Vehicle condition – any visible damage
* Windows, lights and reflectors clean
* All lights working
* Washers and wipers operating correctly
* Tyres correctly inflated, no visible damage a tread within legal limits
* Under the bonnet – windscreen washer fluid, oil, engine coolant, brake and clutch fluid
* Enough fuel for your journey
* Seatbelts operating correctly
* Security of any load, either internal or external
* Any trailer attached is secure

## Mileage log

To comply with HMRC regulations, it is the responsibility of Company drivers to complete an entry in the vehicles mileage logbook for every journey undertaken. Each entry details the departure and arrival destinations, the purpose of the journey and the number of miles travelled.

## Fuel cards

Fuel cards are to be used for refuelling Company vehicles for authorised tasks only.

The purchasing of Premium diesel or Super unleaded is strictly prohibited unless authorised by your Manager who will require an explanation as to why the fuel was needed. You should avoid having to refuel at Motorway service stations where the cost is considerable higher. With proper planning there is no reason why you should need to refuel at Motorway Service stations.

Should a fuel card be lost or stolen, it is the responsibility of the you must report this immediately to your manager

## Towing trailers

There are special rules and safety requirements that need to be considered when towing trailers. You must not assume you have automatic entitlement on your driving licence as the rules changed on 1st January 1997.

If you need to tow any form of trailer for work, you must consult your Manager for advice.

Please visit the Gov.UK website for further details about towing trailers: <https://www.gov.uk/towing-with-car>

## Pool Vehicles

The Company has a fleet of pool cars available for use by Company staff only. You are advised to plan well ahead whenever possible and book a pool car rather than use your own vehicle for a business trip.

To book a pool car you must ???

The Company will ensure that pool vehicles have a valid MOT certificate (where applicable), are fully insured and maintained in accordance with the manufacturers’ recommendations.

If you need to book a pool car you must first ensure that you possess the relevant authorisation, see section above re ‘Authorised Driver Arrangements’.

It is your responsibility to ensure that a pre-journey safety check is undertaken. A Pre-Journey checklist form must be completed prior to each trip.

Any vehicle defect must be reported prior to use, or immediately as soon as it occurs to the Pool Car Administrator

When carrying out any checks you should ensure the vehicle is parked in a safe location and there is no likelihood of the engine being started or the vehicle moving

You are not permitted to take a pool vehicle home unless an early start/finish does not permit enough time to collect/return the vehicle to the Company. In this instance, you must not use the pool vehicle for any private journeys, it must remain parked in a safe and legal location until commencement of the business trip or return to base

You MUST return the vehicle with a full tank of the correct grade and type of fuel and in a clean and tidy condition.

## Privately Owned Vehicles driven for work purposes (Grey Fleet)

The term Grey Fleet refers to vehicles owned by an employee but used for business trips on behalf of their employer. You may, if authorised to do so, use your own vehicle on Company business for which you will receive expenses in line with the Company mileage claim rates.

Employers have a duty of care for drivers using their own vehicle for business trips in just the same way they would for Company provided vehicles. The Company is required to ensure your vehicle is safe and legally compliant, the following conditions therefore apply:

In order to use your own vehicle on Company business you must…

* Obtain permission from your Manager to use your own vehicle then…
* Complete an application form to become an authorised driver
* Provide evidence of the following:
  + Vehicle Excise Duty (Car Tax)
  + MOT – if applicable
  + Insurance with Business Use cover
  + Confirmation that the vehicle is maintained in accordance with the manufacturer’s recommendations

It is your responsibility to ensure that your vehicle is fit for purpose, road worthy and meets the minimum legal requirements, including insurance cover that covers you for business use.

### Business Use Cover on your insurance

It’s important that you understand that in order to drive your own vehicle for work purposes, even for the occasional trip, you must have business use on your insurance. This type of cover is not a standard feature of even a comprehensive policy, you must specify business use when taking out or renewing your insurance. Most insurance companies do not charge any additional amount for basic business use, however, if you add this mid-term, you are likely to be charged an admin fee.

If you have an accident while on a business trip and you don’t have business use cover, you will not be insured!

## Seatbelts

It is the responsibility of every driver to ensure that they wear their seatbelt correctly when the vehicle is in motion, ensuring that it is fitted appropriately for the driver’s needs. This is a legal requirement and not a matter for discretion. Seat belts do save lives and must always be worn. This includes any rear seat passengers.

## Children

You must make sure that any children in the vehicle you’re driving are:

* in the correct car seat for their height or weight until they reach 135 centimetres tall or their 12th birthday, whichever is first
* wearing a seat belt if they’re 12 or 13 years old, or younger and over 135cm tall

You must ensure you comply with the law when carrying children. Further information can be obtained on the Government’s official website:

<https://www.gov.uk/seat-belts-law>

Did you know – You can be fined up to £500 if a child under 14 isn’t in the correct car seat or wearing a seat belt while you’re driving.

# Journey planning & drivers’ hours

All journeys should be planned. This doesn’t mean that you must route-plan every single journey in detail, particularly if you are making trips that are familiar to you. It does however mean that you should consider the following:

* Your own fitness – have you had enough sleep the previous night, are you unwell, are you on any medication that might make you drowsy?
* Time of day – apply your local knowledge to avoid congested areas at peak times, especially around schools
* Weather – is it safe to drive? Allow more time for your journey if the weather is poor

Extra considerations for long journeys:

* Plan your route in detail
* Use sat nav if you have one but always carry an up-to-date road atlas with you. Technology can and does sometimes fail!
* Ensure you have enough fuel, at least to get you to a suitable refuelling point
* Plan to take regular breaks – at least 15 minutes in every two-hour stretch of driving

## Recommended Driving Hours

|  |  |
| --- | --- |
| Daily driving hours | Must not exceed 10 hours more than twice a week |
| Maximum driving period | 2 hours (followed by at least a 15 minute break out of the vehicle) |
| Daily rest period | 11 hours not driving or working |
| Weekly driving limit | 56 hours |
| These are not absolute limits but guidelines, which you should not normally or regularly exceed. | |

The above recommended driving hours are based on those within the professional transport industry, regarding them as best practice guidelines. Such recommendations are maximums and are precautions to safeguard both you and the Company.

Advice from the HSE (Health & Safety Executive) is that the nature of work undertaken needs to be reasonable in terms of the amount of time spent driving and carrying out your normal job, the golden rule being to always plan and if in doubt, discuss and issues with your Manager.

The Company does not expect you to drive unsafely or for uncomfortable distances and/or durations.

# Long journeys requiring overnight stops

If your trip necessitates travelling long distances you should consider an overnight stop. Such journeys should be planned well in advance and seek advice from your Manager with regard to the procedure you must follow.

# Fatigue

This is often referred to as the ‘silent killer’ and can creep up quickly and unnoticed. The most common causes of fatigue are lack of sleep, driving for long periods of time without breaks and driving where there is little activity to keep the driver focussed. This is especially prevalent when driving on motorways.

Look out for the signs of fatigue…

* Continual yawning
* Tired and heavy eyelids
* Long blinks – eventually your eyes will stay closed!
* Fixed stare
* Head nodding

If you detect any of the above, your body’s natural need to sleep is kicking in. **Stop** as soon as it is safe and take a break. If it’s not safe to stop, get plenty of fresh air into the car, turn the heater off or put the air con on. Say out loud what you see as you drive – this will help keep you alert until you can take a break.

xyz does not expect or condone drivers working excessively long days which include long driving trips. In order to minimise the chance of fatigue, you are advised to book an overnight stop if your working hours, including non-driving tasks, exceed 10 hours per day.

Did you know – The most dangerous time to drive where fatigue can set in is between 2am and 6am, and again between 2pm and 4pm, so try to avoid taking long trips during these times or if unavoidable, take more/longer breaks and share the driving if possible.

Further guidance on driving fatigue can be obtained at <https://www.gov.uk/sleepiness-and-driving>

## Working time directive

Every Company member is responsible for ensuring that they are compliant with the working time regulations 2007. This means that no Company member can exceed 48 hours of work per working week, if a driver is required to drive at night between 0:00 and 04:00, they must have a compulsory health check to ensure their fitness to drive.

For every two hours of continuous driving undertaken by an authorised driver, the driver is responsible for ensuring they have a rest break of a minimum of 15 minutes.

# Working alone

Some of the trips or tasks you undertake on behalf of xyz might require you to be alone.

Your safety when working alone can be improved by following these tips:

* Make sure that a colleague or family member knows where you are
* Make sure you have a fully charged mobile phone with you
* Know who to contact in an emergency
* When planning trips to isolated areas, let someone know your route, intended time of arrival and the estimated time of your return

# Personal safety and violence

All drivers should remain vigilant to personal attack and theft. Ensure that tools and valuable equipment are stored out of sight in the vehicle and that the vehicle is always locked when unattended. Any property visible from outside the vehicle can become a target for thieves or may trigger a ‘car-jacking’. This advice applies whether the vehicle is being driven or is parked.

Anything not secured inside the passenger compartment of the vehicle can become a lethal missile during a crash event, so make sure all loads are secure. It is better if you do not carry anything other than passengers on any of the vehicle seats.

If any passenger’s behaviour becomes disruptive or causes distraction to the driver, then the vehicle must be stopped in a safe location, until the situation is resolved.

# Adverse weather

The Company would not expect staff to drive when it is unsafe, however, the needs of the Company are an important consideration when deciding whether to drive or not. Please refer to the Company Adverse Weather policy for advice or consult your manager.

# Loading & Unloading

You must ensure that loading and unloading is conducted safely, especially with regards to:

* The wearing of any personally issued personal protective equipment
* Ensure loading and unloading is conducted in a safe and legal place
* Ensure that you do not attempt to lift any heavy loads in such a way that might cause injury
* Ensure that loads are securely and evenly distributed through the vehicle
* You do not overload the maximum permitted weight of the vehicle

# Carrying loads in cars

Whenever possible any loads carried in your vehicle should be securely loaded in the boot compartment. In estate and hatchback vehicles, make sure the load compartment lid/cover is used. Should the load necessitate removal of the load compartment lid/cover, you must secure loads with a cargo net or other suitable restraint.  
  
You should avoid carrying anything other than passengers on any of the seats. Loose objects become dangerous missiles in any collision.

If it is necessary to carry items in the passenger compartment, make sure they are secured using the seat belts or other suitable restraints. Never carry loose objects on the front passenger seat. In an emergency or when going around a sharp corner, items could fall off and restrict the safe operation of the vehicle pedals.

# Driving position

It is important for your safety and wellbeing that you set your seat in a position that allows you to maintain proper control of your vehicle. You should adjust your seat so that it is upright rather than unduly reclined and such that you can reach the steering wheel and pedals without stretching. Where head restraints are fitted, they must not be removed.

# Mobile Telephones and Communication devices

You are advised to ensure you have a means of summoning assistance while engaged on work-related journeys. The following must always be observed :

* You must only make or receive calls as permitted by law – this means that while on the public highway, unless you need to report an emergency and stopping is not possible, you must not make or receive a call via a hand-held device
* You must not text or access any apps on a smartphone whilst driving, this includes using any in-vehicle touch screen technology that connects the phone to your vehicle
* You must not engage in any hands-free mobile conversation while drivingother than when in slow moving traffic and it is considered absolutely necessary to receive call, and in this instance, you should advise the caller you are driving and agree a convenient call back time. Do not engage in a lengthy conversation
* You must not make any outgoing hands-free calls while driving
* Always stop in a safe and convenient place to make or receive a phone call. Ensure that you do not inconvenience any other road users by your choice of location to stop and make sure the engine is turned off

You are reminded that the penalty for using a phone/or other hand held communication device while driving is a [£200](https://www.gov.uk/using-mobile-phones-when-driving-the-law) fine and 6 penalty points. You will be responsible for paying this fine, in addition to any additional action under our disciplinary procedures.

# Satellite Navigation

Satellite Navigation Systems can be a useful tool for drivers; however, they can also be a distraction. All destinations should be entered while the vehicle is stationery and stopped in a safe place.

Your device, if it is required to be fixed to the windscreen, should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injuries in the event of a collision. Pay special attention to directions which may be contrary to traffic regulations, being told to enter a road that is No Entry for example. Avoid having your route preference set to ‘shortest’ because this often results in your being navigated through unsuitable roads, especially in rural locations.

# Smoking, Eating and Drinking

Smoking in Company vehicles is prohibited. All Company vehicles will display a no smoking sign. Smoking in ’Grey Fleet’ vehicles is prohibited when being used for business.

You must always maintain proper control of your vehicle , therefore eating or drinking while driving is prohibited and in certain situations, might be an offence.

Did you know – It is illegal to smoke in a car (or other vehicle) with anyone under 18. The law changed on 1 October 2015, to protect children and young people from the dangers of second-hand smoke. Both the driver and the smoker could be fined £50. The law applies to every driver in England and Wales, including those aged 17 and those with a provisional driving licence.

# Vehicle breakdown

In the first instance you must follow the procedures laid down in the [Highway Code](https://www.gov.uk/browse/driving/highway-code-road-safety) but here is some basic advice:

* In the event of a vehicle breakdown on the road, appropriate hazard warning lights should be illuminated
* Whenever possible, drivers and all passengers should leave the vehicle and wait in a safe location away from moving traffic
* Special consideration should be given in the event of a breakdown on a motorway or high-speed dual carriageway

Should your vehicle break down:

* Think of your own and other road users’ safety
* Ensure everyone wears a high-visibility jacket (if available) and appropriate clothing
* Get your vehicle off the road if possible
* Warn other traffic by switching on your hazard warning lights
* If available and safe to do so, place a warning triangle at least 45 metres (150 feet) behind your vehicle on the same side of the road
* DO NOT use warning triangles on a motorway or high-speed dual carriageway
* Leave the vehicle sidelights on, especially in poor visibility or if it is dark
* Summon assistance ensuring you give the exact location in detail

Do not let anyone stand:

* Between your vehicle and approaching traffic
* Where they may prevent other road users seeing your lights
* Where your vehicle may be pushed if crashed into

If your vehicle develops a problem on a motorway, if possible leave at the next exit or service station. If you cannot do this, then follow the guide above for any breakdown with the following additional points:

* Pull onto the hard shoulder, or emergency area on smart motorways (those without hard shoulders)
* Stop as far to the left as possible
* Turn your steering wheel to the left
* Try to stop near an emergency telephone if using the hard shoulder
* Have EVERYONE leave the vehicle by the left-hand doors, with the driver distributing high-visibility jackets to all passengers if available.
* Ensure everyone stays away from the carriageway and hard shoulder; the preferable place to stand is well away from the carriageway and moving vehicles, and slightly behind the line of the back of your vehicle
* Do not attempt even simple repairs such as a wheel change
* Once in a safe place, use a mobile or emergency phone on the carriageway to report the breakdown making sure you can describe your location – look out for the driver location signs to help
* Give full details to the Police/Highways Agency, and tell them if you are a vulnerable motorist, such as a woman travelling alone or with young children
* Return and wait in a safe place near your vehicle

If you do feel at risk from another person, get back into your vehicle through the left-hand door and lock all doors; sit in the left-hand front seat and wear the seat belt; leave your vehicle again as soon as you feel the risk has passed.

Did you know – It’s always better to summon assistance using the motorway emergency phones because the operator will see on a control panel where you are phoning from. If you do use your mobile, you will need to describe where you are, ideally giving them the details from the motorway side marker posts. The letters and numbers will identify which side of the carriageway you are on and your location.

## Breakdown Cover

Vehicles supplied to the Company have emergency breakdown cover as part of the contract. Details on how to summon assistance will be contained in the vehicle. You should make yourself familiar with assistance reporting procedures and ensure the breakdown contact details are in the vehicle before commencing a journey.

# Accident/incident reporting procedure

All collisions or incidents, including ‘near misses’, must be reported as soon as is practically possible to your Manager. It is your responsibility to ensure that this is done immediately for collisions and as soon as possible for near misses.

If you are driving your own car, you will need to follow the advice below and notify your insurance company in accordance with the policy terms and conditions. You must also notify Clare Hutchins and your department manager.

We ask you to report near miss incidents, i.e. those that could have potentially resulted in a collision or injury, so that we can monitor trends and put any proactive arrangements in place.

If you are driving a motor vehicle on a road or other public place and an accident occurs whereby:

* Injury is caused to any other person
* Damage is caused to any other vehicle or property
* Any animal not carried in your vehicle is injured or killed
* Damage is caused to any items fixed to the road, such as bollards, walls, hedges, signs, streetlights or telegraph poles

please follow the guidelines below:

* Try to stay calm
* Do not discuss liability with anyone
* Regardless of circumstances or whose fault it may have been, ensure that you and the vehicles involved are in no further danger. If anyone is injured, call the emergency services
* It is a legal requirement to: Exchange details with all other drivers involved noting: Names, Addresses, Telephone Numbers, Vehicle Details, Registration Numbers, Insurance Company Name and Policy Details if known
* Obtain details from any witnesses available at the scene

Make a note of the following:

* Road names and numbers
* Where you were travelling from and to
* The time, weather, road and traffic conditions
* Landmarks such as traffic lights or major buildings

In addition:

* Try to assess measurements which may be important
* Once you have finished at the scene – only continue if you and your vehicle are safe to drive. Remember though to allow time for you to calm down and regain your composure

# First aid

You should only administer first aid at the scene of an accident if you are confident to do so. First-aid kits should be carried in your car and it is your responsibility to ensure that these kits are replenished if used.

Further information can also be found on the Government website: <https://www.gov.uk/guidance/the-highway-code/annex-7-first-aid-on-the-road>

# Parking

When parking, you must ensure that the vehicle is parked legally in an appropriate and safe place. Vehicles must not be allowed to cause any obstruction of the highway (this includes any footpath unless signs indicate otherwise).

Consideration must be given to other road users and pedestrians when selecting a place to park.

The use of hazard lights or amber bacons should be considered where appropriate, however, these should not be used as an excuse for parking in an unsuitable location

It is your responsibility to meet the costs of any parking infringement fines.

# COVID-19 – vehicles used by more than one person

In order to reduce the risk of catching/spreading COVI-19, where a vehicle is used by more than one person or passengers not belonging to a ‘secure bubble’, the following procedures must be observed:

* All occupants should wear appropriate face coverings
* All occupants should wear protective gloves
* Avoid setting the vehicle ventilation system to ‘recirculation’
* Where possible, windows should be down as far as practical
* The interior of the vehicle should be sanitised after use, including the keys and any internal/external touchpoints
* To facilitate track and trace, drivers/passengers’ names must be recorded on the appropriate log

The Government guidelines are continually changing. Please consult your manager for up to date guidance.

# Extra considerations for drivers of vans

It is important that drivers of vans are aware of whether their vehicle is classified as a van or a car-derived van. For information on car-derived vans, please see section below.

Some small vans may look like car-derived vans when in actual fact they are not. This is important because vans have lower speed limits when on National Speed limit roads.

A van is a goods vehicle of not more than 7.5 tonnes maximum laden weight.

Check with your Manager if you are not sure on the classification of your vehicle.

Driving modern vans can feel and handle like a large car, however, there are some special considerations that van drivers, especially people new to driving vans should be aware of:

**Visibility** – is restricted due to not being able to see through the rear windows and side windows making reversing particularly difficult. If you need to turn your van around after doing a job, it’s far safer to turn it around immediately you arrive, a lot can change while you are away.

Blind spots – all vehicles have blind spots, but vans have more than cars. Because of this you need to make more frequent use of your side mirrors and always be prepared to do a shoulder check/s prior to making any manoeuvre, especially a lane change. Signal in good time and look out for and listen for warning signs from other road users whom you might not have seen.

**Speed limits & restrictions** – some vans might have different speed restrictions placed on them due to their size, weight or if they are fitted with a speed limiting device. Check the specification of your vehicle and reference this to the speed limit rules in the Highway Code. Use this link for more information: <https://www.gov.uk/speed-limits>

*Did you know* – on a Motorway, driving at 80mph, as well as being illegal, consumes 25% more fuel than at 70mph.

**Height & width** – know the height and width of your vehicle, arrange for a sticker to be placed in the vehicle if needs be, both in metric and imperial measurements. Watch out for height restriction bars, in car parks and the like and be careful when looking to go through narrow gaps, your vehicle may be wider than you think, especially side mirrors on larger vans, they protrude out far more than your vehicle. Take account of loads carried on roof racks.

**Loading - Overloading** – According to the Vehicle Inspectorate, 93% of vans stopped were found to be overloaded. It is therefore imperative that you know the carrying capacity of your van. Understanding these can be complicated so you must seek advice from your Manager. Follow this link for detailed information: <https://www.gov.uk/vehicle-weights-explained>

You should know where on your vehicle to find the plate containing weight and load carrying information and know approximately the weight of your intended loads and where the location of your nearest weigh bridge is. Remember, if you get caught driving an overloaded van, you will be fined personally.

Make sure any loads carried are distributed evenly across the compartment and secure. Be especially mindful of loads that might shift in transit which could adversely affect the handling characteristics of the vehicle, particularly when braking or negotiating bends.

**Handling characteristics** – Most of the time the van will handle a bit like a car, however there are some noticeable differences that should be considered that may affect the way the vehicle handles:

Weight – when fully laden the vehicle may be slower to accelerate and take longer to stop, especially on wet or slippery road surfaces.

Cornering – high top vans and especially when fully laden will tend to understeer when negotiating bends, particularly if you are approaching too fast. Check your mirrors and slow-down in plenty of time, selecting a gear appropriate to the speed so you can power around the bend at a constant speed - but don’t accelerate until on the straight.

Side & cross winds – The higher and larger the van the more susceptible it is to sudden movement when faced with side winds or when passing or being passed by larger vehicles.

Side door v Rear doors – Consideration should be given as to which door would be best when loading and unloading. When off-road, it doesn’t really matter, however, if you are parked on the public highway, using the side doors is safer as you are unloading directly onto the pavement rather than being in a vulnerable place in the road behind your van if you use the rear doors. That said, you would need to do an on the spot risk assessment to determine the safest method based on local conditions. In all cases, be aware that loads can shift in transit so be especially careful when opening any door.

Speed limiters – Check to see whether your vehicle is fitted with a limiter and what speed it is governed to. Be especially careful when needing to gain speed, to overtake for example, your vehicle might be limited to a speed that restricts your ability to carry out the manoeuvre in the way you intended.

**Car-derived vans (CDV)**

Car derived vans are:

* designed to weigh no more than 2 tonnes when loaded fully
* based on car designs or the vehicle is built from a platform which has been designed and developed to be built as a car or a van by the same manufacturer

As a rule, from the outside, these vehicles will look like the size of a car, but on the inside the vehicle will look like and function as a van, because:

* there will be no rear seats, rear seat belts or mountings
* there will be a payload area with floor panel in the rear of the vehicle
* there will be no side windows in the rear of the vehicle - or if present, side windows will be opaque and fixed (with no means of opening or closing)

If your van is a CDV, it will be recorded as such under ‘body type’ on the vehicle’s registration document (V5C). If there is any other entry under ‘body type’ the vehicle is not registered as a car derived van and will be subject to van speeds, which are lower than for cars on national limit roads

# Policies that you must be aware of

xyx have several policies that while not specific to driving, are nonetheless important and should therefore be considered as essential reading. Please ensure you are familiar with the following policies:

* Alcohol, Drugs and Smoking Policy
* Manual Handling Policy
* Lone Working Policy
* Accident Reporting Policy
* Driving abroad
* Health & Safety
* Expenses Policy
* Disciplinary policy
* Mobile phone policy

# Useful Contacts

Staff should be aware of the following contact details: