

# SAFE DRIVER POLICY

## INTRODUCTION

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TrustOn recognises that safe driving makes good sense as this protects Company drivers, other road users and the Company itself. The following policy provides guidance that all relevant employees must follow in relation to their driving. Underpinning this guidance is the basic principle that the health & safety of drivers and that of passengers or other people around is of paramount importance. Therefore, no driving activity may be undertaken that places anyone at unnecessary risk.

## DEFINITIONS

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Company Business – Driving on TrustOn Company business or 'Work Journeys' are those which an employee has to make in the course of doing their job. They include delivering goods or making calls to customers. Any private journeys unrelated to work are not included. Nor are journeys to and from an employee's usual place of work (i.e. commuting journeys).

Company Vehicle – a vehicle supplied by TrustOn for business and/or private use

Pool Vehicle – an unallocated vehicle operated by TrustOn.

Permit to Drive – Authority from TrustOn that an individual driver has been approved to drive a Company vehicle (or private vehicle for business purposes).

## THIS POLICY APPLIES TO

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- All TrustOn employees who drive a company/pool vehicle
- All TrustOn employees who drive a private car on Company business (this includes occasional trips to an off-site meeting etc.)
- All drivers who drive a hire car / courtesy car in place of the above vehicles.



## DRIVER RESPONSIBILITIES

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Under UK legislation, employees must take reasonable care of their own health & safety and that of others. As part of this responsibility, they are required to cooperate with their employer's efforts to provide a safe and healthy working environment. Additionally, it is a driver's responsibility to make themselves aware of, and drive in accordance with, the Highway Code and all other relevant legislation. TrustOn considers that its drivers have a responsibility to drive safely at all times; irrespective of whether they are driving a Company vehicle on Company business or for private use, or their own vehicle on Company business. Hence this policy applies to all persons approved to drive vehicles in respect of the above. It also includes use of any vehicles that are hired / rented / leased in lieu of the above.

## DRIVER CONDUCT

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It is a Company requirement that all drivers comply with relevant road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. Whilst not exhaustive, the following actions in Company vehicles or whilst driving on Company business, may be viewed as serious breaches of conduct and may potentially result in suspension or dismissal of an employee:

- Drinking excess alcohol or driving under the influence of certain drugs / medication.
- Driving whilst disqualified or not correctly licensed.
- Driving without appropriate, valid insurance
- Reckless or dangerous driving potentially causing death or injury.
- Failing to stop after a crash.
- Gaining points on a driving licence which limit ability to drive on Company business.
- Any other actions which warrant suspension of a licence or 'Permit To Drive'.

## DRIVER DECLARATION

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Before a person is approved to drive a Company vehicle (or a private vehicle on Company business) they must complete and return a Driver Declaration Form. This will be used to assess individual driver risk and determine actions required as a result of this assessment.

This form will be deemed a truthful statement of fact by the person completing it.

At all times, individual drivers are responsible for the immediate condition and roadworthiness of their vehicles and should not undertake any journey where roadworthiness is in doubt, or where such use contravenes the Road Traffic Act. In the case



of a Company provided vehicle, the Company will normally meet the cost of vehicle maintenance required to keep the vehicle roadworthy. Where private vehicles are used on Company business, it is the responsibility of the employee to meet this cost.

## DRIVER INSURANCE

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When using a private vehicle for business use, the employee will be responsible for their own vehicle insurance cover for both private and business use, irrespective of the number of business miles driven. The employee must ensure that the cover is adequate for themselves and third parties. It is important that, where appropriate, the cover includes liability for carrying other colleagues or customers as passengers. Fully comprehensive cover, including appropriate "business use", is mandatory. Employees are recommended to obtain a full definition from the insurer of the exact cover provided, as this can vary from insurer to insurer. In particular, employees should clarify the insurer's definition of terms such as "selling" or "commercial travelling" to ensure that the cover is adequate. Assistance with the type and level of insurance cover required is available from TrustOn. A copy of the insurance certificate must be provided to TrustOn in advance of any private vehicle being used in connection with TrustOn business.

## ACCIDENT & OFFENCE MONITORING

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The Company monitors all incidents (accidents) and traffic offences. Such incidents must be advised to a Director by the employee as soon as possible after occurrence. It is also a requirement that individuals comply with and respond to requests for information or documentation promptly. The Company reserves the right to suspend or withdraw the use of a car from any driver who demonstrates irresponsibility in the area of safety. In such instances, the Company will determine appropriate action in line with Health & Safety principles and Company disciplinary policy.

## DRIVER ASSESSMENT & TRAINING

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TrustOn and its agents may monitor driver performance for reasons of safety and may require drivers to participate in specific driver training (including post-accident training) at its complete discretion.



## SAFE DRIVING – GOOD PRACTICE

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In order to drive a TrustOn vehicle (or drive a private car on Company business) a driver must comply with all relevant laws and regulations. Additionally TrustOn advises the following guidance for such drivers:

- Ensure you hold a current driving licence for the class of vehicle you are driving,
- Ensure that any "DVLA Notifiable Medical Conditions" have been notified to the DVLA
- Immediately notify TrustOn if your driving licence has been suspended or cancelled, or has had endorsements or limitations placed upon it
- Display the highest level of safe conduct when driving motor vehicles
- Always drive within the legal speed limits and drive safely for the road conditions
- Wear a safety belt as required by law
- Report Company vehicle defects to TrustOn as soon as possible
- Comply with UK traffic legislation
- Regularly check and report the oil and other fluid levels, tyres and tyre pressures, lights and windscreen wipers
- Immediately report any incidents / accidents, serious near hits, crashes and scrapes to TrustOn including those which do not result in injury.
- Undertake an eyesight test if there is any reason to believe that your eyesight is less than the legally required standard.
- Always wear corrective lenses (as required by law) if you are unable to read a vehicle registration plate at a distance of 20.5 metres
- Drive at and maintain a safe distance from other vehicles, allowing extra distance in adverse weather conditions (e.g. rain or snow).
- Avoid any competitive or risky driving.
- Be responsible for your use of a mobile telephone.
- Maintain good visibility; keeping lights and windows clean and clear.
- Use lights effectively; taking particular care during twilight. Do not dazzle other drivers with fog lights or headlights on full beam.
- Take regular and adequate rest breaks. Stop driving when tired.
- Plan your journey, taking into consideration pre-journey work duties, the length of the trip and postjourney commitments
- Take a break of at least 10 minutes every two hours of driving.

The above list is not an exhaustive list of safe driving practice and relevant legislation will at all times apply in situations of doubt or confusion.



## COMPLIANCE WITH THE LAW

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There are certain legal requirements for vehicles using public roads. The following are examples of areas which have specific requirements and drivers should ensure that they are fully informed about and comply with current specific requirements: Seat Belts, Tyres, Lights, Windscreens, Horns, Speedometer etc. Information on the above areas can be found at the DVLA at: <http://www.dvla.gov.uk>

It is the driver's responsibility to be aware of and comply with all relevant laws and regulations relating to driving a vehicle. It is also the driver's responsibility to be aware of any changes in laws and other requirements. However TrustOn will take reasonable steps to inform drivers of key changes that may affect drivers.

## ALCOHOL, DRUGS AND MEDICATION

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Drinking and driving (above prescribed limits) and driving under the influence of certain drugs or medication is against the law and is potentially a prosecutable offence. It not only endangers the life of the driver but that of other road users. The loss of a driving licence from a conviction may put a driver's job at risk and could result in suspension or dismissal under the Company Disciplinary Procedure. Drivers are prohibited from driving any Company vehicle or driving any other vehicle on Company business whilst over the legal limit for the level of alcohol. Drivers are prohibited from driving any Company vehicle or using any other vehicle on Company business whilst under the influence of prohibited drugs. Drivers are also prohibited from driving any Company vehicle or using any other vehicle on Company business whilst under the influence of medication (prescription and non-prescription medication) which may impair vision and / or affect their judgement when driving. Drivers must check with their doctor or pharmacist to ensure that use of specific medication (prescribed or otherwise) is compatible with safe driving.

## MEDICAL CONDITIONS

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It is the driver's responsibility to inform the Company of any medical conditions that they are required to report to the DVLA. It is the Company's responsibility to ensure that any such condition is reported to its insurers as failure to do so could invalidate the Company's insurance. Therefore employees and Guest Drivers must inform the Company of any such notifiable conditions. The Company will advise if any driving / insurance restrictions are to be imposed.



## EYESIGHT TESTS

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It is the driver's responsibility to obtain regular eyesight tests to ensure that they comply with DVLA medical standards of 'Fitness to Drive'. Failure to do so may result in removal of a driver's entitlement to drive a Company vehicle or private vehicle on Company business. Drivers who fail an eyesight test during driver training or assessment must take appropriate remedial action immediately (at their own expense) before either regaining possession of their Company vehicle or driving any other vehicle on Company business. Information on the above area can be found from the DVLA at: <http://www.dvla.gov.uk>

## MOBILE PHONES & IN CAR TECHNOLOGY

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The Company recognises that mobile phones are an important tool for employees. However, TrustOn drivers are not permitted to make or take any calls or messages whilst driving that might place them or others in danger. Nor are they permitted to use a mobile phone if such use may cause them to break the law. Drivers must exercise proper control of their vehicle at all times. There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Such distraction can impair concentration and a driver's ability to drive safely and with due care and attention. TrustOn drivers must not use such equipment if it is likely to prevent them exercising proper control of their vehicle at all times.

## DRIVING AT A SAFE SPEED

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Exceeding the speed limit is against the law and failure to comply with the law will be regarded as a serious matter. TrustOn drivers must never drive faster than conditions safely allow and must obey speed limits at all times. TrustOn will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee (or the driver, if different) to whom the vehicle is allocated. Exceeding the speed limit will be regarded as a potential disciplinary matter for TrustOn employees.

## FOOD AND DRINK IN VEHICLE

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Any HOT drinks must be in a non-breakable container that has a secure lid. Mugs etc are not permitted.



## MOBILE ERGONOMICS & DRIVER COMFORT

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Adjustment of seat and head restraint is essential to avoid and reduce injury in case of accident and to ensure good posture for prevention of back problems etc. Important factors to consider for driver comfort are the positioning of the following:

- Seat height adjustment
- Seat tilt
- Seat rake
- Lumber support
- Head restraint
- Seatbelt
- Steering wheel adjustment

If a driver experiences difficulties with adjustment of car equipment or requires advice in the matter of driver comfort, they should contact their supervisor/line manager.

## SMOKING IN COMPANY VEHICLES

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Smoking in company vehicles is prohibited – it can be a hazard, impacts residual values and potential vehicle re-allocation. All Company cars (including pool cars, hire cars and courtesy cars used in their place) are designated as “smoke-free”.

## TRUSTON RESPONSIBILITIES

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TrustOn will not require any person to drive under conditions which are unsafe and / or likely to create an unsafe environment, physical distress, or fatigue.

TrustOn will do this by selecting vehicles, with ABS traction control and a 4 star NCAP rating.

The Company will ensure that all vehicles are well maintained and that the equipment promotes driver and passenger safety by:

- Carrying out maintenance on all Company vehicles in accordance with manufacturers’ recommendations when due, and as otherwise required



- Keeping a maintenance schedule of all Company vehicles that is completed each time the vehicle is serviced in any way
- Requiring sight of appropriate vehicle documentation (e.g. MOT certificates) on a regular basis to ensure the vehicle has been maintained to a minimum standard
- Promoting procedures where a driver checks the vehicle's oil, water, tyre pressure and general condition on a regular basis
- Collecting statistics on accidents and incidents including (but not limited to):
  - the number and types of accidents / incidents
  - who was thought to be at fault
  - probable causes of the accident and contributing factors
  - financial cost of all crashes
  - number and consequence of prosecutions
  - other costs (e.g. down time, temporary workers, lost productivity, etc.)
- Ensuring work schedules do not encourage unsafe driving practices by responding to feedback where drivers report concerns of potential fatigue
- Identifying driver training needs and arranging appropriate training including:
  - conducting individual driver risk assessments at the Company's discretion as / when appropriate
  - offering relevant training to all drivers
  - providing an introduction to the Company's road safety policies and procedures
  - providing specific training as required
  - recording and updating driver training logs

The following will normally be documented by TrustOn as part of its Health & Safety records:

- fleet risk assessment, including specific driving related hazards identified
- individual driver risk assessment (and changes to this)
- remedial action taken to eliminate or minimise the risks
- training records of all relevant drivers
- relevant driving details (including accidents, driving offences, etc.)
- other relevant issues