

Safe Driving

1. Introduction

The Company has already ensured that you are competent to drive safely and that you hold a full driving licence and we will expect you to behave in a safe and courteous manner whilst driving to and from work related sites. Staff must not use their own private vehicles for transporting passengers or customers. There are a number of things that you need to remind yourself when setting out for the site:

- Always maintain full compliance with all road traffic law;
- You must be in possession of
 - a valid full driving licence in accordance with the type of vehicle being driven;
 - adequate motor insurance (for business use);

2. Scope

- The safe driving policy applies to all permanent employees of the Lakethorne Group with a contract of employment. Employees under a fixed term contract of six months or more may be subject to this policy.
- Line managers are responsible for the implementation of the policy for all their new staff, including agency staff.

3. Driver responsibilities

Company vehicle drivers should:

- report any vehicle defects to their line manager and **never drive defective vehicles**
- be aware of what action needs to be taken in an emergency situation
- ensure they are physically fit to drive
- inform their line manager of any health problems or personal circumstances that could make driving hazardous
- never drive while under the influence of alcohol or drugs
- remember that some prescription drugs can adversely affect the ability to drive and check with doctor or pharmacist
- have regular eye tests and ensure that any necessary corrective eyewear is worn
- drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit
- follow advice on route planning supplied by line management
- ensure that suitable breaks are included to prevent fatigue
- allow extra journey time and breaks where required, to allow for bad weather, congestion, etc
- stay calm and relaxed while driving and avoid situations which could lead to stress or road rage
- be aware that fatigue is more of a problem at certain times of day and when nearing the end of a long journey. There is an increased likelihood of falling asleep in the afternoon and in the early hours of the morning
- inform their line manager promptly of any changes in their status that may affect their ability to drive e.g. convictions (including speeding offences), health changes, etc

4. Actions before driving

- Check mirrors, seats, lights, tyres, fuel, fluids, brakes and emergency equipment if carried.
- Check the screen washer – and make sure that you always add screen wash when refilling.
- Always wear your seatbelt
- Anticipate problems.
- Be careful on every street and crossings, pedestrians, cyclists, people in parked vehicles may not **always** act the way you expect.
- Keep headlights and window screen clean.
- Drive on dipped headlights at night. Increase the distance between you and the car in front.
- Reduce speed in fog and wet roads - use dipped head lights.
- Accelerate and brake slowly in snow and wet conditions.
- Learn how to handle skids.
- Slow down on sand, gravel, wet leaves.
- Take care approaching road works and reduce speed.

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- If you are involved in an accident, stop immediately, get out and give necessary information, record date, time and place. Report the accident as soon as possible using the company reporting procedure and accident report form.

5. On arrival

- Park safely, as close as you are able to the site, lock the vehicle and make your way to the site to contact the nominated representative.
- Confirm with them where you would be able to safely park and unload the vehicle if necessary.
- When parking remember to 'park pretty' and not block other vehicles, walkways or emergency exits.

6. Mobile phones

Do not use a hand-held mobile telephone whilst driving! From 1 December 2003 it became an offence to perform any of the following activities while driving:

- speak or listen to a phone call on a hand-held mobile phone;
- send or receive text messages or images on a mobile phone;
- use a hand-held mobile phone to access any data, including the internet.

A hand-held mobile phone is defined as something that: *"is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function."* The definition of driving can include when a vehicle is stopped at traffic lights or during a traffic hold-up, therefore you should not use that time to make or receive a call. The Highway Code states that you **MUST** exercise proper control of your vehicle at all times. Although hands-free mobile phones are exempt from this legislation, drivers still risk prosecution for failure to have proper control if they use a hands-free phone while driving.

Use it safely!

- Keep your phone on voicemail when driving.
- If you need to make a call, or check your messages, stop and park up in a safe place (remember – parking on a double yellow line may be safe but it is not legal) and switch off your engine first, taking the key out of the ignition.
- If you feel you really must make or receive phone calls, stick to using a hands-free kit with a cradle, and keep your conversation brief.
- Tell the person calling you that you are driving so they understand your need to concentrate.
- Avoid long complex conversations. Instead, tell the person you will call back when you have parked up safely.
- Do not feel obliged to answer or make work-related phone calls while driving.
- Never stop on the hard shoulder of the motorway to use a mobile phone unless it is an emergency.
- In the case of an emergency it is better to use the roadside emergency phones situated along the hard shoulder if possible, as this will make it easier to trace your location and reach you quickly.

7. Smoking in company vehicles

Under the Health Act 2006, smoking is banned in public premises, including workplaces and commercial vehicles. Company vehicles - which include cars, vans and goods vehicles - used by more than one person now carry a no smoking ban for all drivers and passengers.

Rules and exemptions

The new regulations prohibit smoking in all enclosed public spaces. Company vehicles are to be treated as 'work places' if they are used, or can be used, by more than one employee. The following rules apply:

- Employees who have a company vehicle for their sole use may not smoke while carrying colleagues
- Employees who have a company vehicle for their sole use may smoke while carrying colleagues to and from a place of work, as these journeys are counted as private use
- Drivers are not allowed to smoke in a company vehicle if it is used by more than one employee, for example pool cars, as there is a risk that other colleagues might later inhale their smoke
- Employees sharing a pool car are not allowed to smoke in the vehicle, even if all the users of the vehicle are heavy smokers

8. Policy review

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed: 
Richard Bent
Managing Director

Date: January 2019

Next review date: January 2020

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