

## IM02F Vehicle and Driver Safe Driving Policy

Driving is one of the greatest risks faced by our employees going to and from work and during work. This policy covers the use of all company vehicles both on and off the road.

RJT Excavations Ltd are committed to the prevention of loss to life and property from driving incidents, both on duty and off duty, through;

- Strict adherence to the Vehicle and Driver Safe Driving Policy
- Ensuring employees and other likely users of company vehicles have relevant driving licences for item of vehicle being used including trailers.
- Adopting strategies that minimise incident and accident rates

All employees are considered ambassadors for the company and their behaviour whilst driving is a reflection on the company's image. As such, drivers are expected to be courteous and abide by traffic laws and regulations and the Highway Code.

Only approved drivers are permitted to drive vehicles on behalf of the company. An approved driver is someone who has a valid and appropriate licence for the vehicle they are driving and has completed the annual **DRIVER ELIGIBILITY STATEMENT**. The driver eligibility statements will be held at the Jedburgh office and employees or contractor's personnel not on the list of approved drivers will not be allowed to drive company vehicles.

All approved drivers must undergo a licence audit and review this policy annually. The licence must be seen and the audit form and declaration signed by the driver and the manager responsible for the driver. A photocopy of the complete driving licence will be attached to the audit form. In cases where the licence does not comply with company requirements, permission will not be granted for the employee to continue to drive company vehicles unless authorised by a Director.

**Approved Drivers have no authority to allow persons to drive their vehicle unless that person is on the approved drivers list.**

The following people are specifically excluded from driving our company vehicles (whether employees or not);

- Anyone not in possession of a full, valid UK licence for the category of vehicle being driven (or not in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Learner drivers (other than with written permission of the Managing Director)
- Anyone under the age of 21, subject to paragraph "Cars" below
- Anyone who is known to be a dangerous or reckless driver
- Anyone who has been convicted of or who has pending any prosecution for a motoring offence in the following categories;
  - Dangerous driving, causing death by dangerous driving or manslaughter
  - Driving under the influence of drink or drugs
  - Failing to stop after an accident
  - Any other offence or combination of offences which has or might result in disqualification
- Anyone who has been refused motor insurance (or renewal) or has a policy cancelled
- Anyone who suffers from a condition that would disqualify them from holding or obtaining a relevant current driving licence

It is the vehicle user's responsibility to ensure that any person driving their vehicle is not excluded by virtue of any of the above exclusions. If in doubt, the Plant Manager should be contacted.

Use of seat belts by company drivers and all vehicle occupants is mandatory and a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

Driving a company vehicle while under the influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action including termination of employment.

Smoking in company vehicles is not to be encouraged.

The use by the driver of a hand-held communication device in a vehicle whilst the engine is running is illegal and is subject to fines and penalty points.

Company employees shall not initiate calls from mobile phones while driving, irrespective of the type of phone. If a phone call is received on a mobile phone while driving, and it is not a "hands - free" installation, the employee must not answer the call but should either allow the call to go to voice mail or, preferably, ensure the phone is switched off prior to the journey commencing. The employee shall pull over at a safe, convenient and legal rest stop to collect voice mail messages and/or respond to them as required. Studies have shown that with "hands - free" installations calls can be a distraction and,

consequently, it is strongly recommended that the conversation be continued from a rest stop.

Drivers must be 21 years of age or over and have a full and current driving licence. Drivers under the age of 21 may drive company vehicles provided;

- They are accompanied by the usual driver of the vehicle, or
- They have received express permission from the Plant Manager.

Transit type, the driver must be 21 years of age or over and have a minimum of one year's experience on a full licence. If there are any passengers in the rear compartment the driver must have two years' experience on a full licence.

Drivers must be 21 years of age or over and have a minimum one years' experience on the appropriate HGV vehicle type and hold an HGV licence.

No one may give a driver an instruction to break or ignore any Traffic Regulation. Drivers must not take any instruction as a directive to break any traffic regulation. An annual survey of all incidents will be carried out by the Plant Manager, and drivers who have been involved in careless or repeated incidents will be required to take part in an assessment and re-training programme.

Drivers are legally responsible for their actions on the road, and for their compliance with all Traffic Regulations. Drivers are responsible for reporting all defects on their vehicle, which cause the vehicle to contravene regulations. If there is any doubt about a vehicle's roadworthiness, it should not be driven on the public roads or sites until the problem has been resolved.

The company is required to employ a person who is legally responsible for the standard of our vehicles. In cases of breach of regulations, they, in addition to the driver, are charged with the offence. In cases where repeat offences occur, the licence holder will be banned from driving company vehicle.

All incidents, whether occurring within or outside working hours (and whether involving the employee or another driver of the employee's vehicle) and including potentially serious "near misses", must be reported to the line manager, plant manager and health and safety officer.

In the event of an incident/accident, it is the driver's responsibility to ensure that the foregoing parties are informed and that where appropriate the driver must obtain the following information;

- Location and Time of the incident/accident
- Details of any Witnesses
- Position of vehicle(s)
- Road, lighting and weather conditions
- Third party vehicle registration and description
- Third party driver's name and address
- Name and number of any attending Police Officer
- Any other relevant information
- Failure to report damage or loss promptly may invalidate our insurance policy, in which case drivers may be held personally liable.

At all times it remains the responsibility of the usual driver of a company vehicle to ensure that the vehicle is correctly maintained; in roadworthy condition and that appropriate vehicle records are completed. The vehicle should be kept clean, both inside and out. Any damage to the vehicle, however caused must be notified to the Plant Manager. The vehicle driver will inform the Plant manager when a service is required on their vehicle. The Plant Manager will inform the vehicle driver if and when their vehicle is to be changed or renewed.

Notwithstanding any specific legislation referring to drivers' hours (for example tachograph regulations) the company understands that tiredness, fatigue and stress (be it derived from work, domestic or social circumstances) can adversely affect safe driving ability. The company recommends that drivers give due regard to this and do not drive if they believe that in any way they are unfit to do so. The company also recommends that drivers do not exceed 300 miles per day. Where mileages substantially in excess of this are anticipated, drivers should consider the option of staying away. Procedures for organising this will be established by each Company department.

Correct adjustment of seat, head restraint and positioning of major controls is essential to minimize the risk of personal injury in the event of an accident and to ensure good posture for the prevention of back problems and fatigue. Important considerations are;

- Seat height adjustment
- Seat tilt
- Seat rake
- Distance from major controls
- Lumber support

- Head restraint adjustment
- Seatbelt adjustment
- Steering wheel adjustment

Any driver, who is unsure of this policy, or his responsibilities, should contact their Line Manager, or write to a Director with a copy to their Line Manager.

Authorised by: 

Position: Managing Director

Date Approved: 10<sup>th</sup> May 2018

Review Date: 26<sup>th</sup> April 2019