Driving on Company Business Policy

1. POLICY STATEMENT

1.1 There is a legal duty under the Health and Safety at Work Act 1974 to ensure as far as reasonably practicable the health and safety of all employees while at work. Employers and employees also have the duty to ensure that others are not put at risk by work related driving activities.

When considering Health and Safety there are a number of Road Traffic Laws to also take into account, these include:

- Road Traffic Act 1988 supported by the Highway Code
- Road Vehicles (Construction and Use) Regulations 1986

We are committed to ensuring the safety of our staff where driving whilst on Company Business and in turn the general public who may be affected or impacted by an employee's driving.

1.2 This policy therefore provides guidelines and requirements for the behaviour expected by those driving on Company business, as well as covering statutory requirements.

1.3 This policy does not form part of any employee's contract of employment and we may amend it at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

2. WHO IS COVERED BY THIS POLICY?

This policy applies to those working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as staff in this policy).

3. WHAT IS COVERED BY THIS POLICY?

3.1 This policy covers:

(a) Requirements for staff driving on Company business in a private car.
(b) Requirements for staff driving on Company business in a Company car where one is provided.
(c) Requirements for staff driving a Company owned/hired commercial vehicle.

4. PERSONNEL RESPONSIBLE FOR IMPLEMENTATION OF THIS POLICY

4.1 The Company Director(s) have overall responsibility for implementation and monitoring of this policy. They will ensure that adequate resources are available for the effective implementation of this policy.

4.2 All staff must also recognise that everyone shares responsibility for adhering to safe driving requirements. You must consider your acts and/or omissions, the implications of your acts and/or omissions and take reasonable care for your safety and that of others whilst driving on Company business.

4.3 Any concerns should be reported to your manager or a Company Director.

5. ELIGIBILITY TO DRIVE, CONVICTIONS AND FINES

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5.1 In order to be eligible to drive on Company business as an employee/ subcontractor, be issued with a Company car or drive a Company commercial vehicle, you are required to hold a full and valid UK driving licence properly licensed for the class of vehicle that you will be driving.
A copy of your driving licence information must be submitted to the Company prior to employment and quarterly thereafter, or as and when requested by the Company, along with your spouse/partner's driving licence information if you are provided with a Company car which they are also permitted to drive. Full details of your driving licence information is available via the gov.uk website (https://www.gov.uk/view-driving-licence) and it your responsibility to download and provide a copy of this to the company as detailed above.

5.2 All private vehicles used for Company business must at all times be taxed, insured for business use, be in a roadworthy condition, be regularly serviced according to the manufacturers recommendations and hold a valid MOT certificate if the car is more than 3 years old.

5.3 It is your responsibility to inform the Company if you receive any driving convictions either as a result of driving with work or outside of work and you should advise the Company immediately, detailing any points received. These will be dealt with on a case by case basis.

5.4 If you are offered further training as a result of a high number of incidents or concerns from other employees you are required to accept this offer.

5.5 If you are banned from driving either due to an accumulation of points received, as a result of a sufficiently serious one-off offence, or for any other reason, you will no longer be able to drive for the Company and it is your responsibility to inform the Company. The Company will endeavour to look for alternative duties for you but if this is not possible it may be necessary to consider the termination of your employment.

5.6 If you are required to surrender your driving licence on health grounds, it is your responsibility to inform the Company and you will no longer be able to drive for the Company. Where concerns are brought to the Company's attention regarding your health, which could have an impact on your ability to fulfil your driving duties, a medical assessment by an occupation health or other medical professional may be required, and you will not be permitted to drive on Company business pending the outcome of that assessment. If you are no longer able to drive on Company business, we will try to look for alternative duties for you, but if this is not possible, it may be necessary to consider the termination of your employment.

5.7 Driving related fines (including speeding, other driving offences, parking and removal of immobilisation devices) are the responsibility of the employee who incurs them, whether or not incurred in the course of Company business, and must be paid immediately by the employee. If an employee fails to pay a driving related fine, the Company will deduct the cost of paying this fine from their pay.

5.8 In certain situations the Company may pay the fine on behalf of the employee, depending on the circumstances at the time. All requests of this nature should be made to your manager, who will consider each request on a case by case basis.

6. HOURS AND BREAKS

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6.1 All employees are entitled to specific daily and weekly rest periods in accordance with the Working Time Regulations 1998. These periods of rest are especially important for those that drive as part of their role.

6.2 You are subject to a maximum number of hours driving daily and weekly. The requirements are detailed below and it is the responsibility of the driver(s) to ensure that maximum driving times and breaks required are adhered to.

6.3 Where driving a vehicle up to 3.5 tonnes (this includes a personal or Company car), in any working day, you must not drive for more than 10 hours, and you must not be on duty for more than 11 hours (duty time is any working time), not including rests or breaks. Entitlement to breaks are as laid out in the directive, i.e., a minimum 20-minute break should be taken in each 6 hours of driving/worked.

6.4 Where driving a vehicle over 3.5 tonnes, the following applies:

- The daily driving limit is 9 hours per driver, which may be extended to 10 hours no more than twice per week
- The maximum weekly driving limit is 56 hours, and 90 hours over a fortnight
- Within 6 days or the end of a weekly rest period a driver must take 45 hours continuous rest ('weekly rest'). A reduced weekly rest of 24 hours can be taken but must be compensated for before the end of the 3rd week following the rest. In any consecutive 2 weeks a driver must have at least one regular 45 hour long rest period.
- There must be a minimum of 11 hours rest between shifts daily, this may be reduced to a minimum of 9 hours no more than 3 times between weekly rests
- For every 4.5 hours driving, a driver must take an uninterrupted 45 minute break. This break may be taken as a passenger in a moving vehicle, to avoid unnecessary delays to deliveries. This can be divided into 2 periods, the first lasting at least 15 minutes and the second at least 30 minutes – taken over the 4.5 hours

7. SPEED LIMITS

Whilst driving, you should do so safely and with due respect to other road users, following the relevant rules of the road and with good awareness with regards to weather and the prevailing road conditions. You should adhere to the following speed limits:

VEHICLE TYPE	BUILT-UP AREAS	SINGLE CARRIAGEWAYS	DUAL CARRIAGEWAY	MOTORWAYS
Cars, car derived vans and light vans up to 2 tonnes	30 MPH	60 MPH	70 MPH	70 MPH
Car derived vans towing trailers	30 MPH	50 MPH	60 MPH	60 MPH
Vans up to 3.5 tonnes	30 MPH	50 MPH	60 MPH	70 MPH
Vehicles 3.5-7.5 tonnes	30 MPH	50 MPH	60 MPH	70MPH
Vehicles over 7.5 tonnes	30 MPH	50 MPH	60 MPH	60 MPH
Vehicles over 7.5 tonnes (Scotland)	30 MPH	40 MPH	50 MPH	60 MPH

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8. USE OF MOBILE PHONE AND SAT NAV

8.1 It is illegal to use a hand-held mobile phone or other device (eg SatNav) whilst driving.

8.2 You could also be prosecuted for driving and using a hands-free device if you are considered to be distracted and not in proper control of the vehicle.

8.3 It is therefore required that drivers do not use a mobile phone or other device at all whilst driving. Mobile phones, SatNavs etc are only to be operated when stationary or by any passenger or driver's companion whilst the vehicle is in motion.

8.4 Any calls to customers should be made by the passenger or driver's companion/mate and any personal or other calls should only be made whilst you are stopped/parked or not driving.

8.5 It is strictly prohibited to send a text message, browse the internet or e-mail whilst driving.

8.6 If you are using a SatNav you should ensure that the destination is entered onto the device prior to commencing driving. Ensure that the device is placed in a position that does not obscure your view or cause blind spots.

9. ALCOHOL AND DRUGS

9.1 Where employed as a driver, or when you know you will be driving on Company business, it is your responsibility to ensure that you are not under the influence of alcohol or drugs when you are scheduled to be driving.

9.2 The Employee, Subcontractor and its employees, agents, and representatives shall not use, possess, distribute, or be under the influence of alcohol, illegal drugs, or any controlled substances while performing work, operating vehicles, or handling machinery at any job site or project location.

9.3 Alcohol levels should be zero during all driving activities. You must not consume alcohol on a day on which any vehicle is being operated until driving is completed. Be aware of the 'morning after' effect – many people are convicted of drink-driving the morning after drinking alcohol because of the time it takes for alcohol to leave the bloodstream. You must not therefore consume alcohol the night before an early departure. Alcoholic drinks may not be consumed in vehicles.

9.4 If you are prescribed any drugs for a medical condition you should check with your GP/specialist whether there are any possible side effects such as drowsiness or sleepiness and advise the Company if this is the case.

9.5 You must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle you were driving at the time.

9.6 All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.

9.7 The Company reserves the right to carry out random testing for alcohol and drugs and if you are found to be under the influence, or if you are convicted of being under the

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influence whilst driving either for work or outside of work, this will result in disciplinary action up to and including dismissal.

10. DRIVER AND PASSENGER SAFETY

10.1 It is a legal requirement that you always wear your seat belt. When children are carried the law concerning child restraints will be referred to and abided by at all times. Faulty or worn seat belts in Company cars/vehicles should be reported immediately.

10.2 When driving, you should anticipate and adjust to road and traffic conditions, drive smoothly avoiding sudden braking and rapid acceleration.

10.3 Ensure the vehicle is in roadworthy condition prior to each journey, checking that brakes, lights, windscreen wipers, engine and warning systems are all in working order. You should not knowingly take any vehicle onto the road where there is a suspected defect.

10.4 You should only carry one passenger per seat and you should not carry additional passengers without the Company's prior knowledge permission whilst on Company business.

11. CLEANLINESS AND SMOKING IN COMPANY VEHICLES

11.1 Drivers and Company Car holders are responsible for the cleanliness of the inside of the vehicle. In the case of commercial vehicles where the vehicle is not assigned to an individual and will be used by other members of staff, it must be left clean and clear of any rubbish at the end of each run.

11.2 Drivers and Company car owners should take good care to avoid damage to the instruments and interior of the cab.

11.3 Eating and drinking should be kept to a minimum whilst in Company vehicles and we reserve the right to ask a driver to pay for any cleaning required as a result of spillages of food or drink.

11.4 Smoking is prohibited in Company cars and commercial vehicles and as such, strictly prohibited within any part of the vehicle or whilst driving. Any smoking related fines are the responsibility of the employee who incurs them, whether or not incurred in the course of Company business, and must be paid immediately by the employee. If any employee fails to pay any fine, the Company is authorised to deduct the full value of the fine from the employee's salary.

12. DAMAGES, ACCIDENTS AND MECHANICAL ISSUES

12.1 If any damage occurs to the vehicle or if you are involved in an accident, you should contact your manager immediately to advise. Drivers are responsible for reporting incidents/accidents to the police (where required by law) and then to the Company. Photos should be taken of the damage to the vehicles involved, regardless of fault, and also the position of each vehicle as it came to rest

12.2 In such circumstances drivers should make an assessment as to whether the vehicle is safe to continue driving.

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12.3 If any mechanical issues occur or are identified, your manager should be advised who will then arrange for the relevant breakdown service to be advised and called out if necessary.

12.4 If you or anyone else in the vehicle become hurt or injured during the course of a business-related journey for any reason, an assessment should be made as to whether you/he/she is well enough to continue to work and whether medical assistance is required. Your manager should be contacted immediately for guidance, and an accident form must be completed upon return to the site.

12.5 The Company reserves the right to charge you in the following circumstances:

- For any cost incurred as a result of damage caused by using the incorrect type of fuel
- Up to £100 of the cost for valeting and the full uninsured repair costs if a vehicle in the care of the employee is damaged or is returned to the Company in an unreasonably damaged or dirty condition

We will inform you if you are being charged for any of the above, and you will be given the option to either pay the Company directly via cheque or bank transfer, or via deductions from your pay. No further permission will be sought from you in relation to these deductions.

Upon termination of employment, for whatever reason, the Company reserves the right to deduct up to £500 from any money owing if a vehicle is returned in a condition that requires valeting and/or repairs to be carried out that had not been previously disclosed.

12.6 When taking a vehicle, you take full responsibility for any costs incurred in the case of accident or damage. The vehicle must be signed out and its condition documented prior to leaving the vehicle unattended. Failure to do so will result in your liability still applying if any damages occur while the vehicle is left unattended.

12.7 If you are deemed at fault for an accident or incident, you are liable for the insurance excess premium plus up to 30% of the cost of the cover to allow for increased future premiums. This liability is determined at the Company's discretion.

12.8 Damage determined to be due to neglect may result in a written warning, issued at the Company's discretion.

12.9 The Company reserves the right to refuse employees use of all vehicles or restrict access to specific vehicle types, based on conduct, driving record, or at its discretion.

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13. VEHICLE SECURITY

13.1 Drivers should ensure that they remove the ignition key when leaving the vehicle and keep the keys with them.

13.2 The doors (and load space in vans) should be locked when the vehicle is unattended, including when a delivery is being made. Windows must be closed when you are away from the vehicle.

13.3 You should never leave any valuable items on display when the vehicle is unattended. If practicable, Company and personal property should be removed from any vehicle that is to be unattended for an extended period of time. Theft of Company property from vehicles may lead to disciplinary action being taken against you. You are advised not to leave valuable personal property in a Company vehicle, and if theft of personal property occurs, it is your liability and not the Company's.

13.4 Always ask for identification if you are stopped and asked to leave the vehicle or open the load area for checks.

13.5 You should not carry unauthorised passengers.

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14. FUEL

14.1 Where driving your own car on Company business, you will be reimbursed at a pre agreed company rate and should submit the appropriate expense claim form at the end of each month (or as appropriate) in order to make a claim.

14.2 Company car drivers may be provided with a fuel card in order to purchase fuel. Mis-use of the fuel card may result in disciplinary action up to and including dismissal. Business mileage only will be paid for and employees should record mileage for each journey and submit this monthly in order that the cost of private mileage can be deducted from salary.

14.3 Where you are provided with a fuel card, attempts should be made to purchase fuel in less expensive filling stations in order to keep costs to a minimum. Re-fuelling at motorway service stations should be avoided apart from in exceptional circumstances where the fuel level is critically low. In such situations, a minimal amount of fuel should be purchased only in order to enable the vehicle to complete the journey.

14.4 You should endeavour to take the most direct route to the required destination in order to most effectively manage time and costs.

15. MAKING DELIVERIES - LOADING AND UNLOADING

15.1 Drivers should not unload where there are yellow stripes on the kerb, as this indicates that loading is prohibited at the times shown on nearby signs. Two stripes mean the loading restrictions apply during every working day and one stripes means no loading/unloading at the times shown.

15.2 Under no circumstances should drivers unload from disabled parking bays, diplomatic parking bays or suspended parking bays (including where a meter is covered with an 'out of order' bag).

15.3 Drivers should not load or unload within 10 metres of a junction or from within zig-zag white lines.

15.4 Ensure that hazard lights are used if parked in a busy spot.

15.5 Where you are provided with a trolley, ensure that this is used but that it is loaded within the capacity of the trolley.

15.6 Drivers making deliveries must observe the following safety considerations:

(a) Always open the back of the van with care in case the load has shifted during the journey.
(b) Don't walk backwards when in load area of the vehicle and do not jump off the back.
(c) When unloading be aware of the weight of the item, assessing whether it needs to be lifted by 2 people and ensure it is lifted and manoeuvred safely.
(d) When loading or adjusting loads during/after deliveries, ensure the load is spread to give an even distribution of weight over the whole floor area, placing heavier items nearer to the centre of the vehicle and lighter items towards the sides where possible. Use the strapping provided to ensure the load is secure and moves as little as possible during transit.

16. FAILURE TO OBSERVE STATUTORY OR POLICY REQUIREMENTS

16.1 Where it is found that an employee driving on Company business has breached any of the requirements outlined in the above policy, the matter will be investigated and may result in disciplinary action up to and including dismissal.

Signed

Andrew Yeomans,
Director
Grapefruit Graphics Ltd

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