



## Entier Driving Policy and Guidance

### Our policy

As an organisation committed to achieving continuous improvement in standards of health and safety at work, the company will seek to reduce the risks which our staff face and/or create when they are driving or are on the road in the course of their work. It is important that all staff play their part in achieving this important objective. This guidance has been issued for the benefit of all line managers and drivers.

### General principles

We will achieve improved road safety by always:

- Ensuring we use the right vehicle for the job, that it is in a safe condition and is matched to the needs and capabilities of the driver:
  - Driving licence B will be required to drive vehicles up to 3,500 kg gross weight.
  - Driving licence C will be required to drive vehicles between 3,500 kg – 7,500 kg gross weight.
  - If drivers passed their licence before 1st January 1997 they will be automatically entitled to drive vehicles weighing up to 7,500 kg with a 750kg trailer, the total weight of the vehicle and the trailer must not exceed 8,250 kg.
  - Drivers who passed their licence between 1st January 1997 and 18th January 2013 can tow a trailer weighing up to 750 kg; the total weight of the vehicle and the trailer must not exceed 4,250 kg.
- Ensuring we have a safe journey plan;
- Practising safe, defensive driving techniques while on the road.

If we can avoid or reduce road travel we should wherever practicable, for example, by use of remote communications or changing to a safer transport mode.

### Line managers' duties

Must ensure that their colleagues' road safety performance is always included in health and safety topics to be covered in periodic driver appraisals. Driving performance information is issued monthly by the HSEQ department and is required to be discussed with drivers with regards continuous improvement opportunities.

Must effectively plan work related driving requirements, shift plans, suitable rest periods pre- post allocated driving related activities.

### HSEQ Duties

They must check up periodically to ensure that procedures for work related road safety are being followed and that their colleagues are adopting safe driving practices. They must also take part as appropriate, in investigations following crashes to help understand immediate and underlying causes and to learn lessons including the way they drive themselves, by always challenging unsafe attitudes and behaviours and by encouraging their colleagues to drive safely.

### Drivers' duties



points status) and past training record, possession of a driving licence itself does not necessarily imply such competence.

**Fitness:**

Any person who has to drive while working must be physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health. Drivers must report to the line managers any permanent or temporary impairment in their health which could affect their ability to drive safely. Line managers must be alert for signs of ill-health and stress which could impair their colleagues' ability to drive safely. Line managers must discuss with their colleagues any reasonable vehicle adaptations that may be required to cope with health problems, for example, adaptations to help prevention of lower back pain of other musculoskeletal disorders.

**Alcohol and other substances:**

No member of staff shall consume alcohol or illegal drugs before or during driving for work. Contravention of this requirement will be regarded as gross misconduct. Those with alcohol and drug problems will be treated sympathetically and in confidence if they come forward for treatment. Where appropriate, medical opinion should be sought to determine fitness to drive where appropriate.

**Mobile phones:**

Company vehicles are fitted with Hands Free Systems which may be used where appropriate when driving. It is an offence to use hand held phones whilst driving.

**Vehicle safety and security:**

Any vehicle used in the course of work must be fit-for-purpose (for example, carrying loads safely or travelling off road or in adverse conditions) and be properly maintained). Drivers using their own vehicles for work are responsible for ensuring that their vehicles are serviced in line with manufacturers' recommendations and that they may be required to produce records to demonstrate this. They are also strongly advised to use vehicles which incorporate additional safety features. Line managers must ensure that their colleagues do not drive vehicles whose performance characteristics are not matched by their experience and capabilities and that they always received familiarisation briefing when using hire vehicles. They must also brief them about the need to minimise the risk of vehicle crime by selecting safe parking areas and not leaving valuables within view in the vehicle. Every driver shall carry out periodic vehicle checks. It is the responsibility of line managers to sign off and file completed vehicle check sheets.

**Emergencies:**

In the event of an accident or breakdown, if it is possible and safe to do so, all drivers should follow the company's emergency procedures. It is the responsibility of line managers to ensure that they brief their colleagues on what to do in the event of an accident or emergency. Emergency contact and reporting details are contained within all company vehicles.

**Signed:** Peter Bruce (CEO)

**Date:** July 2021

A handwritten signature in black ink, appearing to read 'Peter Bruce', is written over a horizontal line.