



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 its 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

They must ensure that their colleagues' road safety performance is always included in health and safety topics to be covered in periodic driver appraisals.

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

Besides observing the requirements for safe driving set out below, all employees who drive as part as of their work should report road safety problems, including near-misses and vehicle issues, to their line managers. They must also present their licences and any other relevant documentation for inspection as and when required and inform their line managers of any prosecutions pending or penalties imposed for road traffic offences, whether related to 'at work' driving or not. All 'at work' vehicle accidents must be reported promptly to line managers and this must be followed by



provision of full information about such incidents, both for insurance purposes and so that they can be investigated where appropriate to learn any lessons which could help to improve safety.

Daily Duty Limit

Duty time is classed as any working time and includes any driving requirement

You must not be on duty for more than 12 hours in any working day including any driving requirement.

This doesn't apply on any working day when you do not drive.

Work rota's must be controlled, managed and issued to reflect compliance and are a line management responsibility.

Young Drivers (Under 25)

Will not be permitted to drive company vehicles unless they are at least 21 years old, hold a full driving licence and have been named on the company's insurance policy.

Practical guidance

The following guidance should be followed by line managers and by all staff who drive while at work.

Planning Safe journeys:

All journeys must be planned with safety in mind, allowing sufficient time to enable the employee(s) to travel at safe speeds and to comply with speed limits – taken account of reasonably foreseeable weather and road traffic conditions and allowing sufficient time for rest breaks to avoid fatigue (see below). Line managers must ensure that work schedules are always planned with road safety in mind.

Speed:

No employee should ever drive faster than road or driving conditions safely allow. Employees must obey posted speed limits at all times. Persisted failure to do so will be regarded as a serious matter. Speeding while driving for work purposes will be regarded as misconduct. Line managers must ensure that no work targets, systems of work or performance related methods of remuneration are put in place which may create pressures which lead employees to use speed inappropriately and travel at speeds which are likely to be unsafe on in excess of set speed limits.

Fatigue:

No employee should drive while dangerously tired. They must ensure that they are not over tired at the start of the journeys and that they do not drive for an excessive number of hours. Line managers should ensure that their colleagues are made aware of the need to get an adequate amount of good quality sleep before starting to drive.

If they feel sleepy, drivers are advised that they must stop in a safe place as soon as practicable.

They should not rely on ineffective coping strategies (winding the windows down, turning up the radio, singing songs, chewing gum). If sleepiness does occur, the best short-term measure is the consumption of two cups of strong coffee followed by a ten to fifteen-minute nap. This should not be used more than once in a single journey. (Sleep should not last more than twenty minutes otherwise even greater driver impairment may result)



Driving competence:

In addition to the company's commitment to reduce risk on the road by reducing the need to travel by road, having safe vehicles and through safe journey planning, competence to drive safely must be assessed at interview and/or prior to the allocation of any new task that involves driving. Assessment should take account of the driver's attitude, road safety knowledge and driving skills as well as other evidence such as age, experience, accident and enforcement history (including penalty 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 receive 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)

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

Date: June 2019