**INTRODUCTION**

The Company recognizes that it is its responsibility to provide, so far as practicable, for the health, safety and welfare of all employees and others who may be affected but our activities.

The health and safety of employees as well as members of the public is of great importance to the successful management and operation of this Company. In order to assist the Company in meeting its responsibility and in order to promote and ensure your welfare (as well as members of the public) the Company must rely upon each employee to adopt and maintain a responsible attitude in regard to the well being of others.

Safe driving is a vital element in each individual’s ability to perform his or her particular job effectively. The Company must look to each employee to uphold the highest standards of driving and safety.

Company philosophy is that, irrespective of blame, all road accidents are preventable and all risks can be contained. Consequently the Company operates to a policy of zero accident involvement. As a vehicle user you are not only responsible for your own safety, you are also responsible for the safety of others who may be affected by your actions. Therefore you are required to operate your vehicle, at all times, in a manner that is safe, responsible and entirely without accident.

Your vehicle is a valuable item of business equipment, which must be both available and maintained in a road-worthy condition at all times. The Company must look to each employee to uphold the conditions of road-worthiness demanded by law.

Note: These elements apply irrespective of whether the Company supplies the vehicle and/or whether your own private vehicle is being driven on Company business.

**ROAD SAFETY IS EVERYBODY’S RESPONSIBILITY. THINK ABOUT THE HEALTH AND SAFETY OF YOURSELF AND OTHERS.**

Signed: ……………………………………………………..

Title: ……………………………………………………..

Date: …………………………………………………….

**MOBILE PHONES**

Increasingly employees are using mobile phones as a necessary adjunct to their employment. The use of a mobile phones whilst on the move is considered to be a distracting to the point where safety may becomes impaired, therefore their use whilst driving a moving vehicle on Company business is forbidden.

**ALCOHOL and DRUGS**

The company operates a **zero tolerance** on alcohol and drugs whilst on company property/business or in a company vehicle.

It is categorically forbidden for employee to drive a vehicle; whether on or off duty; in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue; or to be in possession of illegal drugs on Company property/business or in a Company vehicle or in your own vehicle if it is being driven on Company business. Employees taking medicines or prescribed drugs under the direction of their G.P.’ Dentist, and Hospital Doctor must notify their immediate Line Manager.

**HOURS OF DRIVING/WORK AND BREAKS**

The Company requires that when driving long distances a 15-minute break must be taken at least every 2 hours and sooner if the employee feels tired. It also requires that a total if no more that 11 hours maximum time be spent driving in a 24-hour period. The maximum time spent driving in a 24-hour period must be limited to 9 hours. (Drivers of commercial vehicles must follow their own regulations) If necessary, work routines must be re-planned or overnight stays arranged. Line managers must also ensure they do not issue work instructions that contravene these requirements. You are required by the Company to complete the daily/weekly drivers log and :-

* Return a copy on a weekly basis to your Manager.
* Keep a copy (in the vehicle) available for inspection.

**SMOKING**

Whether a driver or passenger, whether on or off duty, smoking is expressly forbidden in any Company vehicle at any time. The “no-smoking” ban also applies to individuals who drive or ride in a non-company vehicle whilst it is being used on Company business.

**DRIVING LICENCES**

It is expressly forbidden to drive vehicles on any Company activity unless your licence is valid for that class or group of vehicles (1991 RTA – Sections 17 (1/2). In order for the Company to meet its legal obligations it operates a “permit to drive” process; this means that your driving capability will be assessed and your driving licence will be cross referenced (validated) by the DVLA before such a “permit” is issued. Both driving capability and DVLA licence validation shall be subject to random and routine checks thereafter. A copy licence will be held by the Company; who must be notified immediately upon receipt of any changes which affect the validity of your licence e.g. convictions and/or disqualification and/or DVLA notifiable medical condition.

**VEHICLE CHECKS**

Your vehicle together with all parts affecting road safety must be well maintained and serviced in line with the manufacturer’s specified schedule. Note: you as the driver share those responsibilities with the Company. This means that you too could be prosecuted as well as the Company if you drive a defective vehicle.

**Daily Vehicle Checks**

At the beginning of each working day you are required to check the following:

Glass (Windscreen, lenses, reflectors)

Must be clean to ensure maximum visibility: with no cracks, holes or other damages.

Oil

Must be midway between minimum and maximum levels.

Water

Washers, coolant and other fluids (e.g hydraulic) must be at the correct levels.

Electrics

All lights must be in full working order with clean and undamaged lenses.

Tyres

Check pressure (when cold) and depth of tread. Look for damage. Pressures should be optimized according to the vehicle’s load and in accordance with the manufacturer’s handbook. Wheel alignment must be in accordance with the vehicle’s specification.

You are required by Law to complete the daily/weekly defect log and :-

You must record and report all defects immediately by completing the defect book and handing in the defect sheet in to your manager.

Return a copy on a weekly basis to your Manager (if Nil defects reported).

Keep a copy (in the vehicle) available for inspection.

NOTE: your Manager will also carry out the check routine specified for your particular vehicle and will record and report any defect found. This document together with details of any action taken will be sent to the Road Safety Management Committee and to the senior Management of the Company.

**ACCIDENT PROCEDURE**

In the event of an accident:-

At the scene

* STOP
* Exchange details with the Third Party:-
* Name and address of any party involved
* Registration marks for all vehicles involved and nature of damage
* Request insurance details from parties involved
* Name and address of witnesses
* Number of any police officer present
* Details of width of road and road names, position of vehicles, speed, direction of travel, skid marks, position of traffic signs, traffic islands, turnings etc, in the area. Show these details in a sketch.
* Weather conditions and visibility.
* Ring your Manager/Office.

If in the event of an accident, you are unable to trace the owner of a vehicle or property, you must then report the accident to the police within 24 hours. Failure to report an accident is an offence.

Don’t admit liability or fault regarding your driving or the condition of the vehicle. No offers or promises should be made to the third parties without the prior consent of our insurer and without taking legal advice. The police should otherwise be given all reasonable assistance.

**REPORTING THE ACCIDENT**

You are required to notify your immediate Manager as soon as possible after the accident and in any event within 24 hours. In the event you receive any letters to your home address from the third party insurers, hand them and the envelopes to your Manager immediately. Do not enter into any correspondence without first checking with your Manager.

Complete all of the relevant documentation as soon as possible and definitely no later than 48 hours after the accident. These should be sent to you immediate Manager who will discuss the accident with you and add his comments to the form. These documents will then be countersigned by him and copies sent to the Road Safety Management Committee and to the Senior Management of the Company. NOTE: these documents form the basis of the investigation and will be used in the event of any disciplinary action.

**ACCIDENT CLASSIFICATION**

The purpose of the accident classification process is to analyze the circumstances of an accident in order to learn from the experience and apply these learning outcomes in a positive way for the benefit of all in order to prevent recurrence and/or repetition.

Legal liability does not influence the classification process; this is determined by whether or not; you were driving to prevent the accident. To operate this procedure in a consistent and impartial manner; the Company uses a standard set of questions which enables a conclusion to be reached about the ci`rcumstances. If the answer to any questions is “NO” then conclusion is reached that the individual concerned was not driving to prevent the accident – therefore the classification is “avoidable”.

The definition of an avoidable accident is:

*“Any accident involving a motor vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which our driver failed to take every reasonable precaution to prevent the accident.”*

**DISCIPLINARY ACTION**

Disciplinary action will be taken in every case where an employee’s driving/safety performance is persistently below standard and where other methods have not led to improved performance. In all cases where disciplinary action is taken; details will be sent to the Senior Executive of the Company; a copy will be placed on the employee’s personal file and will be included within the annual appraisal.

**BREAKDOWN PROCEDURE**

In the event of a breakdown including tyre and windscreen failure the following procedure must be followed:

* Telephone Fitter – 07985 663206
* Notify your immediate Manager of the breakdown and customer you are unable to meet.
* Ensure that the vehicle is parked safely and secure at all times.
* Notify your immediate Manager if help has not arrived within one hour.
* Notify your immediate Manager when the vehicle is roadworthy of if the repair time is going to be excessive.

**TRAFFIC OFFENCES**

All breaches of Highway Code are your responsibility and all fines for traffic and parking offences are payable by you.

**The following must be reported to your immediate manager without delay:**

* If you are charged by the policy or warned that charges may be brought against you.
* If you receive a summons or letter informing you that the policy are not taking further action.
* The result of any prosecution under Road Traffic against you.

**NOTE: This applies equally if you have been charged for any offence whilst in charge of a vehicle which is company property or privately owned.**

**KEY TELEPHONE NUMBERS**

**Managers Rob Durston 07739692323**

 **Jason Coombes 07917601703**

**Head Office Pontyclun 01443 238188**

**Fitter Tom Watkins 07985663206**

**Yard/Stores Martin James 07879550563**