

Netring Ltd

Safe Driving Policy

This document is available online at: <http://www.netring.co.uk/policies>

1. **Aim of the Policy**

Netring Ltd has a duty to provide employees with a safe and healthy working environment, to manage and assess any risks to them, and ensure as far as is reasonably practical that employees do not place at risk or harm any members of the public through work related driving activities; and this policy has been created in order to help fulfil these obligations.

2. **Objectives of the Policy**

- 2.1 To maintain all company owned and operated vehicles in a safe, clean and road-worthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- 2.2 To ensure that staff driving company vehicles (which includes hire vehicles) and private vehicles demonstrate safe driving and other good road safety habits at all times when driving.
- 2.3 To ensure that Netring Ltd and its employees comply with all of the obligations imposed on them by law.

3. **Code of Conduct**

All employees must ensure, when driving on business, that they comply with all road traffic legislation, are conscious of road safety, conditions and other drivers, and apply defensive driving techniques at all times. The following non exhaustive list of actions will constitute gross misconduct and may result in summary dismissal:

- 3.1 Driving under the influence of drugs or alcohol;
- 3.2 Driving whilst disqualified, or not correctly licensed;
- 3.3 Reckless or dangerous driving causing death or injury;
- 3.4 Failing to stop after a crash;
- 3.5 Demerit points suspension;
- 3.6 Any actions which warrant suspension of a licence.

4. **Employee's Responsibilities**

- 4.1 Drivers of company vehicles must:
 - 4.1.1 Ensure they hold a current driving licence for the class of vehicle they are driving;
 - 4.1.2 Immediately notify their supervisors or managers if their driving licence has been suspended or cancelled, or has had limitations or endorsement placed upon it;
 - 4.1.3 Be responsible and accountable for their actions when operating company vehicles;
 - 4.1.4 Display the highest level of professional conduct when driving motor vehicles;

- 4.1.5 Practice anticipatory and defensive driving techniques;
 - 4.1.6 Drive within the legal speed limits and take into account road conditions;
 - 4.1.7 Wear a seat belt at all times;
 - 4.1.8 Not carry any unauthorised passengers when driving company vehicles, and under no circumstances may that pick up any hitchhiker;
 - 4.1.9 Report vehicle defects to a supervisor or manager before the next vehicle use. In the event that a defect is suspected, staff should not risk attempting to drive the vehicle;
 - 4.1.10 Have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn;
 - 4.1.11 Comply with all traffic legislation when driving a company vehicle;
 - 4.1.12 Regularly check the oil, water, brake fluid and tyre pressure of company vehicles they regularly use, particularly before long journeys;
 - 4.1.13 Ensure that the Vehicle Checklist provided with each Company vehicle is completed on a monthly basis;
 - 4.1.14 Report any near hits, crashes and scrapes to their manager, including those which do not result in injury;
 - 4.1.15 Follow the accident procedure outlined in this policy;
 - 4.1.16 Ensure that they are familiar with, and heed the content of, "Driving for Work – Guidance for Employees", available from Francesca Daniels.
 - 4.1.17 Read any updates that the Company may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
- 4.2 In addition all drivers on Company business must:
- 4.2.1 Stop when tired;
 - 4.2.2 Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
 - 4.2.3 Stay overnight if driving time and non-driving duties exceed 10 hours in one day;
 - 4.2.4 Take 15 minute breaks every two hours;
 - 4.2.5 [Use daytime running lights on the open road].
- 4.3 Employees are also responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even for short distances. As research suggests that a journey time of more that four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise the Company of any family history of DVT, or if they have ever experienced blood clotting. Where this is the case, the Company will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

5. **Employer's Responsibilities**

Netring Ltd will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:

Giving priority to safety features when selecting new vehicles, including:
only buying and/or hiring vehicles with a high safety rating
ensuring all vehicles are fitted with speed warning devices, ABS brakes and air conditioning, and estate cars with load barriers between the boot and passenger areas
fitting all vehicles with a first aid kit, fire extinguisher, torch, emergency triangle and tool kit.

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
carrying out a full service on all vehicles every six months or 10,000 miles, whichever is sooner, or according to manufacturers' recommendations
setting up procedures whereby the employees check the vehicle's oil, water, tyre pressure and general cleanliness on a monthly basis, and this is recorded
keeping a maintenance schedule in the glove box of all vehicles that is completed each time the vehicle is serviced in any way
following the maintenance schedule in the vehicle's manual
checking drivers' driving licences and vehicles' MOT certificates and insurance on an annual basis.

Collecting and collating statistics on incidents, crashes and their causes, including:
the number of crashes
who was thought to be at fault
probable causes of the crash, and other contributors such as unrealistic work schedules
financial cost of all crashes
number of prosecutions
number of near hit events
other costs, e.g. down time, ACC, temporary workers, lost productivity, etc.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

requiring staff to have nine hours minimum continuous rest and 11 hours maximum driving every 24 hours

requiring non-commercial drivers to take 15 minute breaks every two hours of driving.

Taking into account individual drivers' needs:

requiring staff to keep a driving log that is regularly checked by a supervisor or manager.

Identifying driver training needs and arranging appropriate training or retraining, including:

providing a thorough induction to the company's road safety policies and procedures

providing driver training opportunities to all staff

including driver assessment and required training as part of all staff inductions

providing advanced driver training or specific practical training as required and identified

providing regular staff seminars or refresher meetings on using seat belts, combating fatigue, driver responsibility, and drink-driving

6. Mobile Phone use

6.1 Mobile phones can cause distractions by:

6.1.1 causing drivers to take their hands off the wheel; and

6.1.2 encouraging drivers to concentrate on communication and not the road.

6.2 It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except where making a 999 call and it is unsafe to stop). Any contravention of this whilst driving on Company business may be treated as gross misconduct leading to summary dismissal.

6.3 It is within the law to make and receive calls where a legally compliant hands-free kit is properly installed. Even so the Company believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care to adhere to the following rules, even where a hands-free kit is installed:

6.3.1 Do not make any calls, dial numbers, text message, surf the internet, or take pictures whilst driving;

6.3.2 Pull over to the side of the road when it is safe and turn off the engine before making or answering a call.

7. **Accident Procedure**

- 7.1 Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
- 7.2 Ensure your own safety first;
- 7.3 Help any injured people and call for assistance if needed;
- 7.4 Try to get the following information:
 - 7.4.1 Details of the other vehicle(s) and registration number(s);
 - 7.4.2 Name and address of the other vehicle owner(s) and driver(s);
 - 7.4.3 Name and address of any witness(es);
 - 7.4.4 Name of insurer(s).
- 7.5 Give the following information:
 - 7.5.1 Your name and address and company details;
 - 7.5.2 If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.
- 7.6 Contact the police:
 - 7.6.1 If there are injuries;
 - 7.6.2 If there is a disagreement over the cause of the crash;
 - 7.6.3 If you damage property other than your own;
- 7.7 Follow-up
If there is an injury, or major damage, report the crash to your manager as soon as you can. Otherwise report the crash within 48 hours.

8. **Enforcement**

This policy applies to all staff when driving on company business and failure to comply with any element of it may constitute gross misconduct and lead to the summary dismissal of the employee in question.

9. **Policy review**

This policy will be reviewed after its first year, and every three years thereafter.

This policy has been approved & authorised by:

Name: Robert Gray
Position: Managing Director
Date: 01/10/08