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| Old Windsor Logistics, a division of Old Windsor Recruitment Group Ltd | Issued: 09/07/2018 |
| Safe Driving At Work Policy | |



OLD WINDSOR
LOGISTICS

SAFE DRIVING AT WORK POLICY

Contents

| | |
|-----------|--|
| 1 | Introduction |
| 2 | Policy Statement |
| 3 | Legislation |
| 4 | Definitions |
| 5 | Scope of Policy |
| 6 | Employer's Responsibilities |
| 7 | Supervisor's Responsibilities |
| 8 | Employee's Responsibilities |
| 9 | Accountability |
| 10 | Risk Assessment: |
| | <ul style="list-style-type: none">• Job/Task risk Assessment• Driver Risk Assessment• Vehicle risk Assessment• Review of Assessments |
| 11 | Eligibility to Drive: |
| | <ul style="list-style-type: none">• Drivers• Unacceptable Risk Drivers• Non-authorized Drivers |
| | Training and Assessment |
| | 12 |
| | Vehicles: |
| | <ul style="list-style-type: none">• Inspection, Testing and Maintenance for Company Vehicles• Private Vehicles• Pool Vehicles• Tyres• Daily and Weekly Maintenance Checks |
| 13 | Mobile Phones and other interactive communication devices |
| 14 | Driver's Handbook |
| 15 | Drugs and Alcohol |
| 16 | Workplace Smoking |
| 17 | Motoring Offences |
| 18 | COSHH |
| 19 | Accident and incident reporting |
| 20 | Review |
| 21 | Record Keeping |

Appendices

- A Employee Declaration**
- B Driver Health Screening Questionnaire**

1. INTRODUCTION

- 1.1 This policy meets the requirements of the Health & Safety at Work Act s.2 (1) and the Management of Health & Safety at Work Regulations 1999 (Regulation 3).
- 1.2 The Health and Safety at Work Act and the Management of Health & Safety at Work Regulations impose a range of responsibilities on Old Windsor Logistics as Employers. This policy sets out the organisation's response to its responsibilities for all employees who are required to drive in the discharge of their business duties, whether using a vehicle provided by the company or their own private vehicle.
- 1.3 This policy supports the organisation's overall Health & Safety Policy and the organisation's duty to protect the health and safety of employees and other persons affected by its activities. Old Windsor Logistics will comply with relevant statutory requirements as a minimum to achieve this aim.
- 1.4 Old Windsor Logistics believe that good health and safety management will not only enhance employees' working conditions but will also help to deliver the organisation's mission of being an employer of choice.
- 1.5 This policy, relevant procedures and guidance will be followed by all employees in undertaking these duties, both for the benefit of the business and the safety of individuals while driving.

2. POLICY STATEMENT

- 2.1 Old Windsor Logistics recognise the value of its workforce and the need to ensure its employees' safety while carrying out company business, which includes the need to assess and reduce any risks that may be a potential danger to employees.
- 2.2 It is our policy to ensure that health and safety risks that may be encountered during work activities are eliminated or reduced as far as possible to the lowest practical level. This policy recognises the added risk employees face when spending most of their working day driving whilst carrying out the organisation's business.
- 2.3 This policy sets out the respective responsibilities of Old Windsor Logistics, employees and their supervisors in managing the risks arising from driving activity. These are supported by procedures to minimise the risks and to provide employees with information, instruction, training and equipment to reduce the likelihood of that risk occurring.
- 2.4 Old Windsor Logistics will ensure that arrangements are in place to carry out this Policy and that resources are provided to ensure its fulfilment.
- 2.5 Any employee who is required to drive in the discharge of their duties (whether using a vehicle provided by the company or their own private vehicle) must adhere to the requirements of this policy and associated guidance. Failure to do so may give rise to disciplinary procedures being instituted against an employee, which could result in dismissal.
- 2.6 Each employee will be provided with such information, instruction and training to enable them to understand the importance of Health and Safety in the workplace and their personal responsibility for their safety and the safety of others.
- 2.7 Ultimate responsibility for all matters relating to health and safety rests with the directors, who will provide sufficient resources to enable the companies compliance with this policy.

Signed : ----- Date : -----

Director

3. LEGISLATION

3.1 The legislation governing this procedure is contained in, but not limited to:

- 3.1.1 The Health and Safety at Work Act 1974
- 3.1.2 Management of Health and Safety at Work Regulations 1999
- 3.1.3 Provision and Use of Work Equipment Regulations 1998
- 3.1.4 Workplace (Health, Safety and Welfare) Regulations 1992
- 3.1.5 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- 3.1.6 Health and Safety (First Aid) Regulations 1981
- 3.1.7 The Road Traffic Act 1991
- 3.1.8 The Road Safety Act 2006
- 3.1.9 Road Vehicles (Construction and Use) Regulations 1986 (as amended)
- 3.1.10 The Working Time Regulations 1998 (as amended)

4. DEFINITIONS

4.1 For the purposes of this policy the following definitions apply:

- 4.1.1 **Company Vehicle** refers to any vehicle that is provided by Old Windsor Logistics and used by employees for driving on company business.
- 4.1.2 **Private Vehicle** refers to any vehicle that is provided by an employee for driving on company business.
- 4.1.3 **Driving at Work** refers to any work carried out on behalf of the company that involves the employee in time spent driving a vehicle and covers all journeys other than to and from the normal place of work.

5. SCOPE OF POLICY

- 5.1 This policy applies to all employees of Old Windsor Logistics who drive either a Company Vehicle or Private Vehicle on company business. Old Windsor Logistics Health & Safety procedures and guidance support this policy and the management of the recognised risks associated with road use.
- 5.2 Old Windsor Logistics will comply with the requirements of the Health & Safety Executive in the implementation of this policy.
- 5.3 This policy will be implemented in conjunction with the requirements of the Old Windsor Logistics company vehicle scheme (as amended from time to time), car usage policies and procedures, and insurance policy/procedures.
- 5.4 This Policy is predicated on the following principles, which places employee safety as paramount:-
 - 5.4.1 Only authorised drivers will be permitted to drive on company business.
 - 5.4.2 Driving time is deemed to be part of the working day (excluding travelling to your normal place of work which is classed as private use).
 - 5.4.3 Breaks should be taken in the journey before you begin to feel fatigued – as a minimum, a 15 minute break every 2 hours is recommended.

- 5.4.4 Consideration should be given to sharing the driving (where appropriate – i.e. the individual is an authorised driver, has the appropriate insurance cover to drive the vehicle, is familiar with the vehicle etc).
- 5.4.5 Risk assessments for all employees driving on company business will be undertaken.
- 5.4.6 Relevant training as deemed necessary/appropriate will be carried out.
- 5.4.7 Drivers will be provided with safety packs which will include a high visibility jacket, trousers, safety helmet, safety boots and gloves.

6. EMPLOYER'S RESPONSIBILITIES

- 6.1 Old Windsor Logistics takes its responsibilities with regards the health & safety of its employees seriously, and will ensure that the requirements of this policy, associated handbooks, procedures and guidance are adhered to. This will include ensuring that all relevant employees are properly trained and regularly updated on their responsibilities in the application of this policy, particularly when reviewed and changed.
- 6.2 Old Windsor Logistics will abide by the responsibilities contained within the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, and will review this Policy in the light of any legislative or regulatory changes.
- 6.3 The principal legal duty on employers is, so far as is reasonably practicable, to provide and maintain safe systems of work, and to take all reasonably practicable precautions to ensure the health and safety of all workers in the workplace and members of the public who might be affected by their activities.
- 6.4 As well as complying with the law, Old Windsor Logistics will follow the guidance and good practice recommended by the Health and Safety Executive and industry standards where applicable.
- 6.5 To ensure the effectiveness of, and compliance with this Policy, the company's Safety Team will monitor its application and implementation, and review this policy on a regular basis to ensure it remains appropriate for Old Windsor Logistics in terms of achieving its objectives.
- 6.6 Old Windsor Logistics will publish this policy and associated guidance, and ensure that all relevant employees have access to a copy.
- 6.7 Old Windsor Logistics is committed to ensuring that all employees who are required to drive in the furtherance of their duties or to manage those employees who do, clearly understand their position in law and the implications for them of this policy, and are trained to undertake their duties in respect of this policy.
- 6.8 Old Windsor Logistics will provide all the necessary training, guidance, safety equipment, advice etc, to ensure employees meet their obligations.
- 6.9 Old Windsor Logistics will assist in the rehabilitation of drivers involved in serious accidents by:
 - 6.9.1 Working closely with the driver and emergency services in determining the cause of the accident.
 - 6.9.2 Providing counselling to the employee(s) through the company's legal expenses insurer. This service is free to employees and is a confidential service.

6.9.3 Having on-going discussions with the driver to determine whether they are able to carry out their duties.

6.9.4 Identifying whether further driver training is required.

7. SUPERVISOR'S RESPONSIBILITIES

7.1 Old Windsor Logistics expect supervisors to promote 'safe driving' within the workplace and ensure safe practices are being used. Supervisors have a responsibility to assist the company in meeting its obligations, and to the staff they manage to ensure they meet and fulfil their duties whilst driving on company business. The overall aim is to ensure (as far as possible) employees who drive on company business are placed in a 'low risk' category and have all the necessary tools/training to achieve this. Supervisors will be responsible for ensuring:

7.1.1 That new starters and existing employees who drive on company business understand their responsibilities.

7.1.2 Staff who drive on company business have signed the employee declaration, have undertaken a risk assessment and any additional training needs identified.

7.1.3 They discuss the outcome of the assessment with the driver to identify any actions arising (e.g. further training etc) and ensure that timescales are put in place.

7.1.4 Staff have been issued with a high visibility jacket, and any other personal safety equipment that is appropriate.

7.1.5 Identifying those most at risk.

7.1.6 The driver participates in any additional training identified.

7.1.7 MOT and insurance checks for non-company car drivers are carried out annually and on renewal of such documents.

7.1.8 Following an accident through driving on company business, discuss with the employee concerned to record the cause of the accident, who was responsible, whether any further training is required etc, following completion of the road accident checklist by the driver.

7.1.9 They report to their Manager any dangerous working practices or occurrences/habits of drivers that they become aware of (e.g. aggressive or dangerous driving habits, near miss instances, bumps etc).

7.2 To assist supervisors in their duties suitable training will be provided.

8. EMPLOYEE'S RESPONSIBILITIES

8.1 Whilst the company has responsibilities to its employees under Health & Safety legislation, any employee who is required to drive in the course of their duties has the following personal responsibilities which must be adhered to in order to comply with the law and of the requirements of this policy. These responsibilities are applicable to all employees who drive on company business – whether using a Company Vehicle or Private Vehicle. Any employee who cannot comply with these requirements will not be allowed to drive on company business.

8.2 All employees have a legal duty to take care of their own and others' health and safety and to co-operate with management in meeting their obligations. Employees need to recognise this responsibility and act accordingly.

8.3 To comply with this policy, employees:

- 8.3.1 Must operate within the law at all times.
 - 8.3.2 Are prohibited from drinking/using illegal/recreational drugs and driving.
 - 8.3.3 Must notify their supervisor if they are taking any medication that might affect their driving.
 - 8.3.4 Will be required to give consideration as to whether the journey is essential before commencing – other means of conducting the business may be more effective or alternative means of travel could be used.
 - 8.3.5 Will observe speed limits at all times.
 - 8.3.6 Will be familiar with the vehicle they are to drive.
 - 8.3.7 Will be responsible and courteous road users at all times, and will act as an ambassador for Old Windsor Logistics.
 - 8.3.8 Will use the items provided for their safety should the need arise (e.g. high visibility jacket, safety helmet etc.).
 - 8.3.9 Will, in the event of an accident, adhere to the prescribed accident procedure.
 - 8.3.10 Agree to adhere to the requirements of this policy.
 - 8.3.11 Hold a valid UK driving licence.
 - 8.3.12 Ensure all vehicles used for company business (whether a Company Vehicle or Private Vehicle) are taxed, insured for business use and have a valid MOT certificate (for employees using a Private Vehicle the insurance policy must state 'business use' - 'occasional business use' will not be acceptable).
 - 8.3.13 Inform their supervisor immediately if they no longer hold a valid driving licence or if any fines or penalties are awarded against them (irrespective of whether on company business or using the vehicle for private use), or any other reason that may mean they no longer qualify as an authorised driver.
 - 8.3.14 Inform their supervisor immediately of any change of circumstance that will affect their driving ability and risk rating (e.g. penalty points, change of vehicle, increase in mileage, medical condition etc.).
 - 8.3.15 Assist management by contributing effectively to reducing risk by undertaking risk assessments, training, reporting any dangerous practices etc.
 - 8.3.16 Ensure vehicles are serviced at regular intervals and in accordance with the manufacturer's recommended intervals (although it is not a requirement for employees using their own vehicle for the vehicle to have a service history, it is mandatory that the vehicle is serviced in accordance with the manufacturers recommended intervals).
 - 8.3.17 Be medically fit to drive and use any corrective eyewear prescribed.
 - 8.3.18 Advise their supervisor if told not to drive by a member of the medical profession, due to a medical condition, or if taking medication that may affect their driving.
 - 8.3.19 Take responsibility for any fines, traffic offences or other breaches of the law committed when driving on company business.
 - 8.3.20 To ensure that these requirements are met before driving on company business. All employees will be required to sign a declaration to confirm that they have read and understand the requirements placed upon them when driving on behalf of Old Windsor Logistics.
- 8.4 Old Windsor Logistics will not accept responsibility for an employee who breaks the law when driving on company business. Dependent upon the seriousness of the incident, the company disciplinary procedures may be invoked and/or the driver may be prevented from driving on company business. Disciplinary procedures will always be commenced if an employee is found to have been driving under the influence of drugs or alcohol whilst driving on company business.

9. ACCOUNTABILITY

- 9.1 Old Windsor Logistics directors will be responsible for ensuring that this policy is implemented in all areas of activity and for considering the implications arising from policy decisions they make. Regular reports will be considered by the company's Safety Team on the effect that directors decisions have had on the application of this policy.
- 9.2 The Safety Team will be responsible for monitoring the effectiveness of this policy and implementing policy changes to reflect legislative and regulatory changes, and good practice on the basis of advice from the Health & Safety Manager.
- 9.3 The Directors will hold the Safety Team accountable for taking steps to ensure that this policy is promoted, understood and implemented by all employees. This responsibility encompasses the following requirements:
 - 9.3.1 All relevant employees are aware of this policy.
 - 9.3.2 All relevant employees are trained on this policy's requirements.
 - 9.3.3 Monitoring records are collected in accordance with company policies and procedures.
 - 9.3.4 Disciplinary procedures are invoked where appropriate against employees whose actions are inconsistent with the Policy.

10. RISK ASSESSMENT

- 10.1 Risk assessments will be conducted for each job/task involving driving for work, for each employee expected to drive as part of their duties, and for each new type of vehicle selected for use by the company.
- 10.2 Managers must ensure that risk assessments have been conducted for any job/task, new employee or vehicle within their area of control. They must also ensure needs or control measures identified by risk assessments are carried out, and must administer control measures in line with the company policy.
- 10.3 Job/task risk assessment:
 - 10.3.1 Each job or task which includes driving for work will be risk-assessed and appropriate control measures will be introduced.
 - 10.3.2 The supervisor will complete a job/task risk assessment for each task in their area of control which involves any degree of driving for work.
 - 10.3.3 Once completed a copy of the risk assessment should be passed to the health and safety manager for review, and recording.

10.4 Driver risk assessment:

- 10.4.1 All employees, and all new employees as part of their induction programme, will complete an assessment which is designed to identify those drivers facing higher than average driving risk and recommend appropriate training to subsequently minimise this risk.
- 10.4.2 Once completed a copy of the assessment should be passed to the health and safety manager for recording.

10.5 Vehicle risk assessment:

- 10.5.1 The assessment to determine the safety and suitability of any type of vehicle used for driving at work will be conducted by the fleet manager.
- 10.5.2 Once completed a copy of the risk assessment should be passed to the health and safety manager for review, and recording.

10.6 Review of assessments:

- 10.6.1 Risk assessments will be reviewed, and where required reassessed, by the supervisor and health and safety manager every 12 months or sooner if:
 - 10.6.1.1 A new type of vehicle is considered for purchase.
 - 10.6.1.2 There is a change in an employee's responsibilities that results in a significant change in the amount of driving required.
 - 10.6.1.3 There is an accident, near miss or breakdown or other significant occurrence.
 - 10.6.1.4 There is a significant change in the environment in which the vehicles are used.
 - 10.6.1.5 There is any change in the driver's circumstances that may affect their ability to drive.
- 10.6.2 The findings of the risk assessments will be used as part of an overall risk analysis to ensure the company has a programme of continuous safety improvement.

11. **ELIGIBILITY TO DRIVE**

11.1 **Drivers:**

- 11.1.1 The company will undertake a number of assessments to determine the suitability of the individual to the driving at work task and any employee will be deemed an appropriate candidate for a job involving driving at work if the following criteria are met:
 - 11.1.1.1 The DVLA Licence check confirms a current valid licence.
 - 11.1.1.2 Accident and prosecution history are reviewed.
 - 11.1.1.3 Health and eyesight declarations are not adverse.
 - 11.1.1.4 An assessment is completed.
 - 11.1.1.5 Appropriate training, as identified by the assessment, has been completed.
- 11.1.2 Upon commencement of employment and thereafter on an annual basis drivers will be required to declare their fitness to drive by completing the form shown in Appendix A.
- 11.1.3 Only authorised employees may drive a company vehicle.

11.2 Unacceptable Risk Drivers:

- 11.2.1 When a driver has become an unacceptable risk (e.g. penalty points, convictions, at fault accidents etc.), appropriate steps will be taken to reduce the problem, e.g. additional training. Depending on the circumstances there may be a recommendation that the driver be suspended from all driving duties until such time that he/she can achieve a satisfactory standard of driving and not put themselves or others at risk.
- 11.2.2 If a driver becomes an unacceptable risk and has already completed an assessment, then he/she will be expected to attend a driver training course as soon as possible, to improve their driving skills.
- 11.2.3 On successful completion of the training course and once the certificate has been received, the driver should be informed and resume driving duties and be issued with a letter to this effect. He/she should be reminded that if further incidents occur putting the driver and/or others at risk disciplinary action may be taken and the vehicle may be withdrawn (in respect of company vehicle drivers).
- 11.2.4 Should the driver continually put themselves and others at risk by reckless actions and/or continual flaunting of the company rules and the law, then disciplinary action could result in allowances being withdrawn or even dismissal from the company.
- 11.2.5 The company will do all they can to prevent their drivers from becoming an unacceptable risk by ensuring risk assessments, training etc. are carried out.
- 11.2.6** By maintaining a record of drivers' accidents managers will be in a position to make an early judgement that a driver is not maintaining the required standard of driving and take the appropriate action.

11.3 **Non-authorized Drivers:**

- 11.3.1 Old Windsor Logistics **will not** authorise employees to drive on company business if one or more of the following criteria are met:
 - 11.3.1.1 Anyone that is banned from driving.
 - 11.3.1.2 Anyone not holding a current UK driving licence.
 - 11.3.1.3 Anyone who has not signed the employee declaration.
 - 11.3.1.4 Anyone who has not completed the risk assessment process.
 - 11.3.1.5 Any medical condition that prevents the employee from driving.
 - 11.3.1.6 Anyone on medication that will affect their driving capabilities.
 - 11.3.1.7 Learner drivers are not permitted to drive company vehicles.
 - 11.3.1.8 Anyone who has not read the policy, handbook and associated documents.
 - 11.3.1.9 Anyone under the influence of drink and/or drugs (illegal or recreational).
 - 11.3.1.10 Anyone who has not held a valid UK driving licence for 12 months or more (for Company Vehicle drivers only).
 - 11.3.1.11** Anyone under the age of 21 (for Company Vehicle drivers only).

11.4 **Training and Assessment**

- 11.4.1 A Driving at work induction will be provided for all employees who are expected to drive as a normal part of their work.
- 11.4.2 The Company will provide appropriate training where the assessment identifies a need.
- 11.4.3 Wherever possible the training will be conducted within the employee's normal work hours. Employees are expected to make reasonable adjustments to their schedules and commitments in order to attend training.

12. VEHICLES

12.1 Vehicles provided by the company for use on company business will be selected according to their suitability for purpose as well as meeting the requirements of the policy.

12.2 The Safety Officer will keep a record of all vehicles used for driving at work. This record will contain the following information:

12.2.1 Vehicle make and model.

12.2.2 Results of any inspection prior to selection or delivery of the vehicle.

12.2.3 The details of the person responsible for day to day running of the vehicle.

12.2.4 What the vehicle will be used for and any restrictions on its use.

12.2.5 Manufacturers' instructions regarding maintenance and servicing procedures and frequency.

12.2.6 Licensing and insurance requirements for the vehicle.

12.2.7 Procedures for handling defects and faults, and procedures for the reporting and recording of these.

12.2.8 Any precautions that need to be taken by employees when using, inspecting or maintaining the vehicle.

12.2.9 Testing and maintenance history.

12.3 Inspection, Testing and Maintenance for Company Vehicles

12.3.1 Company Vehicle maintenance may only be conducted by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties.

12.3.2 A maintenance log will be kept for each Company Vehicle containing all information relating to that vehicle - the servicing garage must update this upon completion of each service/inspection.

12.3.3 Company Vehicle inspections may be conducted in order to ensure the ongoing safety of the vehicle. When conducting an inspection the following will be considered:

12.3.3.1 The manufacturer's instructions and requirements for conditions of vehicle use

12.3.3.2 Any specific risk to the vehicle

12.3.3.3 Intensity of use - maximum working limits

12.3.3.4 The environment in which it is used

12.3.3.5 The purposes for which it is used

12.3.3.6 Risk to health and safety which could be caused by faults or failures

12.4 Pool Vehicles

12.4.1 Ensuring that pool vehicles are road worthy is the responsibility of the fleet manager. Physical safety checks will be made and logged, in the presence of the driver to whom the vehicle has been issued, prior to release of the vehicle and upon its return.

12.4.2 Pool vehicles will only be issued to drivers who satisfy all criteria for driving a vehicle on business.

12.5 Tyres

12.5.1 Good tyres are needed to drive safely. They affect the steering, braking and acceleration of the vehicle. Never drive with:

- 12.5.1.1 A mix of radial and cross ply tyres.
- 12.5.1.2 Over or under inflated tyres.
- 12.5.1.3 Tyres with cuts, lumps, bulges or tears.
- 12.5.1.4 The wrong size of tyre fitted to a vehicle or trailer.

12.5.2 **Minimum tread depth**

- 12.5.2.1 Most tyres have tread wear indicators, usually six or more small ribs across the bottom of the main tread grooves. When the tread surface is level with these ribs this indicates that the tyre tread is at its minimum legal depth of 1.6mm.
- 12.5.2.2 The purpose of tyre tread is to dispense surface water on the road. Below 3.0mm of tread, insufficient surface water is dispersed to allow safe driving. Consequently, it is company policy for tyres to be replaced once the depth of tread reaches 3.0mm.

12.5.3 **Check tyre pressures**

- 12.5.3.1 Look in the vehicle handbook or consult a garage or tyre dealer for the recommended pressures. You should check the pressure at least every week and only when the tyres are cold. Even a short trip to the local garage will warm up the tyre and raise the pressure.

12.6 **Daily and Weekly Maintenance Checks**

12.6.1 A **daily inspection** should be carried out to check that:

- 12.6.1.1 There are no obvious faults.
- 12.6.1.2 There has been no damage to the vehicle.
- 12.6.1.3 Mirrors are in the correct position.
- 12.6.1.4 The fuel level is sufficient for the journey.
- 12.6.1.5 Windows are clean and undamaged.

12.6.2 A **weekly inspection** to check that:

- 12.6.2.1 Tyre pressures are correct (refer to the manufacturer's handbook).
- 12.6.2.2 Tyre tread depth is greater than the company minimum requirement of 3.0mm.
- 12.6.2.3 Tyres should be free from cracks, worn patches and bulges, particularly on the sides.
- 12.6.2.4 Lights, windscreen washers, wipers and indicators are in working order.
- 12.6.2.5 Oil and water levels are satisfactory.
- 12.6.2.6 Any service/maintenance requirements have been complied with.

12.6.3 Remember **POWER** when checking your vehicle:

- P** etrol/diesel
- O** il (engine oil level)
- W** ater (cooling system and screen wash)
- E** lectrics (bulbs, battery, controls)
- R** ubber (tyres, windscreen wiper blades)

13. MOBILE PHONES, OTHER INTERACTIVE COMMUNICATION DEVICES AND SATELLITE NAVIGATION SYSTEMS

- 13.1 The use of hand held mobile phones whilst driving is illegal and expressly forbidden.
- 13.2 The sending/typing and reading/receiving of text messages whilst driving is also expressly forbidden.
- 13.3 Old Windsor Logistics do not require any employee to make or receive phone calls whilst driving, even if a legal hands free kit has been issued/installed.
- 13.4 Should, however, the employee wish to use a mobile phone whilst driving with a legally compliant hands free operation, then this is not against the law and it is solely at the employee's discretion to do so.
- 13.5 In these circumstances the employee should be aware that the likelihood of being involved in an accident increases with the depth/intensity of the phone conversation. As a result the subject matter and duration of the call should be kept to a minimum. Employees choosing to use a mobile phone with hands free operation whilst driving should only do so when it is seen as being relatively safe to do so.
- 13.6 When driving circumstances dictate that full concentration is required, such as negotiating through town centres, navigating across roundabouts, driving at speed on motorways, then mobile phones should not be used. When stationary in a queue of traffic or driving at low speed on motorways or dual carriageways when the volume of traffic is low, it may be relatively safer to participate in a low level mobile phone conversation.
- 13.7 Instigating a phone call using a hands free mobile phone operation whilst driving should only be undertaken by use of the phone's speed dial facility. Dialling of telephone numbers should only be undertaken whilst parked.
- 13.8 The use of other interactive communication devices which are capable of sending and/or receiving oral or written messages, facsimile documents, still or moving images, providing access to the internet or the use of 'palm pilots', 'Blackberries' and C.B's are expressly forbidden whilst driving.
- 13.9 Satellite navigation equipment/systems must be used in a manner that will not distract drivers' attention e.g. having to look at the screen due to sound mute.

14. DRIVERS HANDBOOK

- 14.1 The Old Windsor Logistics Driver Handbook, which has been designed to provide you with safety information on all aspects of driving, must be read in conjunction with this Safe Driving at Work Policy.
- 14.2 The contents of this handbook form part of our Safe Driving at Work Policy and consequently must be adhered to /implemented at all times.

15. DRUGS AND ALCOHOL

- 15.1 Prescribed drugs and over the counter medicines may also affect your driving ability. Refer to the relevant information leaflet provided and if you have any concerns regarding medicines and driving, contact your GP or pharmacist for further information and advice.

Many over the counter medicines, for example cold relief or hay fever remedies cause drowsiness - if they do, ask if there are alternatives that will not adversely affect your ability to drive.

15.2 If you are taking medication that might affect your driving you must inform your supervisor.

15.3 The company will not accept responsibility for any incident if you are found to be under the influence of alcohol or drugs

15.4 Any employee driving on Company business found to be driving under the influence of illegal/recreational drugs or in excess of the legal alcohol limit will be subject to the disciplinary procedure.

15.5 Please refer to the Old Windsor Logistics Driver Handbook for the full Drug & Alcohol Policy.

16. **WORKPLACE** SMOKING

16.1 A vehicle used on company business is classed as 'your place of work' whilst undertaking that journey.

16.2 The following regulations apply to 'workplace' smoking:

16.2.1 The Smoke Free (Exemption and Vehicles) Regulations 2007 came into force in England on 1 July 2007.

16.2.2 The Smoke Free (Exemptions, Vehicles, Penalties and Discounted Amounts) Regulations (Northern Ireland) 2007 came into force in Northern Ireland on 30 April 2007.

16.2.3 The Smoke Free Premises (Wales) Regulations 2007 came into force in Wales on 2 April 2007

16.2.4 The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 came into force in Scotland on 26 March 2006.

16.3 Although these regulations vary (in Scotland, the regulations can be interpreted to apply only to vans), Old Windsor Logistics operate a complete no smoking policy in all Company Vehicles and Private Vehicles used by more than one person. Examples:

16.3.1 A company vehicle used solely by one employee and not used by anyone else for work either as a driver or passenger is exempt and does not need to be smoke free.

16.3.2 A privately owned vehicle used occasionally for business purposes is exempt.

16.3.3 A vehicle shared by one or more employees but only ever used by one at a time (a pool vehicle) is covered by the ban and must be smoke free **at all times**.

16.3.4 A chauffer driven car is covered by the ban and must be smoke free **at all times**.

16.3.5 A van used by two employees, one who smokes and another who doesn't is covered by the ban and must be smoke free **at all times**.

16.3.6 A vehicle used by two plus employees all of whom smoke is covered by the ban and must be smoke free **at all times**

16.3.7 A vehicle that would otherwise be smoke free but which has a roof that can be stowed or removed will not be required to be smoke free when the roof is completely stowed/removed

16.4 All vehicles covered by the ban should display no-smoking signs (the no-smoking symbol at least 70mm in diameter for England, 75mm in diameter for Wales and Northern Ireland, no size requirement for Scotland) in each compartment of the vehicle in which people can sit (penalty for non-compliance is a fixed penalty notice of £200 *(or £150 if paid within 15 days)* or a maximum fine of £1,000 if convicted by a court).

16.5 The company has a duty to prevent smoking in smoke free vehicles (the penalty for breach is a maximum fine of £2,500 on conviction). Compliance requires the taking of reasonable steps, which might include (in addition to displaying signs):

16.5.1 Removing ashtrays

16.5.2 Introducing a smoke free policy

16.5.3 Training of staff to understand the new law and their responsibilities under it (individuals caught can be issued with a fixed penalty notice of £50 *(or £30 if paid within 15 days)* or a maximum fine of £200 on conviction).

17. MOTORING OFFENCES

17.1 If an offence is committed whilst driving on company business, employees will be liable for any fines arising from this. Employees must be guided by any signs, speed restrictions or instructions given – the company is not responsible for employees' actions or subsequent fines.

17.2 Any endorsements received (whether driving on company business or privately), must be notified immediately to the employee's supervisor. Failure to do so may result in disciplinary action.

17.3 Where an employee is specifically required to drive as part of their job, and is disqualified from driving for any reason during employment, then subject to their ability to make suitable alternative travel arrangements which meet the requirements of their job without detriment to service, then dismissal may be inevitable, although the possibility of alternative work will first be considered. If the only alternative work available is at a lower salary than the staff member is currently receiving, no salary protection will be provided. Where a staff member is in receipt of car allowance or Car Cash Equivalent, this will be rescinded for the period of suspension of their driving licence. Likewise, where a staff member has a Company Vehicle, they will be expected to return it for the period of suspension of their driving licence.

18. COSHH

18.1 A COSHH risk assessment will be carried out on every hazardous substance that employees come into contact with and the results will be made available to each employee.

18.2 A register of all COSHH and HASMAT incidents will be kept on file at the main office.

19. ACCIDENT AND INCIDENT REPORTING

19.1 All minor accidents and near misses will be reported to the Health and Safety officer who will depending on the circumstances decide on the appropriate action to be taken.

19.2 The health and Safety Officer will report to the HSE any accidents, dangerous occurrences and reportable diseases as defined in RIDDOR using form F2508 or by contacting the incident contact centre.

20. REVIEW

20.1 Old Windsor Logistics will review this policy regularly to ensure that this policy and practices remain effective, keep up-to-date with legislative and regulatory change, reflect good practice guidance, and continue to be capable of achieving the stated objectives.

20.1.1 The Health & Safety Manager will ensure that Old Windsor Logistics is kept up-to-date with any relevant driving standards and legislation changes and will review policies and procedures accordingly.

21 RECORD KEEPING

21.1 This policy is subject to the company’s standard issue and revision control procedures as defined by the Health and Safety Policy.

APPENDIX A

EMPLOYEES DRIVING ON COMPANY BUSINESS

EMPLOYEE DECLARATION

I declare that I have not omitted any facts or information that affect my ability to drive or would prohibit me from driving on company business.

I agree to advise my manager of any material changes in my circumstances relating to driving.

I agree to be bound by the provisions of this policy and Company Vehicle Handbook*.

I confirm that I have read and accept this agreement and all associated documents.

I confirm I hold a valid UK driving licence.

I agree to provide my original driving licence, MOT*, insurance certificate*, and service history* (if requested) on an annual basis and will advise my line manager immediately of any changes during the year.

I have read and understand the contents of the vehicle policy, procedure and guidance and will abide by the rules laid down.

*where appropriate

Signed..... Print Name.....
(Employee)

Date.....

Authorised by Print Name.....

(Supervisor)

Date

To be retained by supervisor

APPENDIX B

DRIVER HEALTH SCREENING QUESTIONNAIRE

Name: _____ Date of Birth: _____

Department: _____ Tel: _____

- 1. Please complete the questionnaire below, providing as much detail as possible about any treatments and/or medications at the end of the form.
2. The questionnaire will be used to assess whether there are any health issues relevant to your fitness to drive. Further assessment by an Occupational Health Specialist (OHS) may be required. The medical questionnaire will remain confidential in your Occupational Health Record.
3. When you have completed the questionnaire, please send it directly to the following person:

Do you have/or have you had since your last driver health screen:

Table with 2 columns: Health condition (checkbox) and Yes/No response.

| | |
|--|-----------------|
| <input type="checkbox"/> cardiovascular disorder, gastral fibrillation | Yes / No |
| <input type="checkbox"/> renal disorders | Yes / No |
| <input type="checkbox"/> Are you taking any regular medication (either prescribed or purchased over the counter) | Yes / No |
| Have you ever been denied a driving licence or had your licence suspended on health grounds | Yes / No |

If you have answered **Yes** to any questions please provide further details below (using extra paper if necessary):

| Question number | Date started | Date ended (leave blank if ongoing) | Details |
|------------------------|---------------------|--|----------------|
| | | | |
| | | | |
| | | | |

I understand that my employer will be notified of the outcome of this assessment, but that specific medical details will remain confidential in my Occupational Health Record. I agree to a copy of the outcome form(s) being sent to the Insurance Sector/Insurers for any necessary action.

In signing this questionnaire you confirm that all information provided is true to the best of your knowledge.

Signature: _____ Date: _____

Print Name: _____

For OHS use only

Outcome:

- Fit for driving duties
- Refer to Occupational Physician

Fit for driving duties with the following restrictions:

Routine call due:

- Age 45 yrs

- In 5 years

Other (specify)

Signature: _____

Date: _____