

## **DRIVER POLICY**

The Firm (meaning all companies including any subsidiary companies within the RG Carter Group of companies) is committed to the delivery of its obligations under health and safety legislation regarding driving at work and recognises that there are specific risks to employees who are driving on behalf of the Firm and those who use a company vehicle for private use.

The Firm has introduced this policy with the objective of minimising risks to employees and the public, to actively encourage safe driving and to comply with its legal obligations.

Safe driving practice is mandated both by law and this policy. Employees have a personal responsibility to drive safely, ensure the vehicle is roadworthy and to comply with the Firm's policies, the Highway Code and any other legislation/regulations that are pertinent to the use of the vehicle.

This policy is designed to keep employees and other road users safe, the Firm's fleet secure and to maintain the Firm's image and reputation.

### **1. AIMS & OBJECTIVES**

- a) To promote a safe driving culture that reduces the risk of vehicle incidents and at-fault work related road collision costs and injuries
- b) To make sure that employees who drive in the course of their work and those who are authorised to drive a company vehicle outside of working hours demonstrate safe, efficient driving skills and other good road safety habits at all times
- c) To maintain all the Firm's vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users

### **2. SCOPE OF THE POLICY**

This policy applies to all employees (those who hold a driving licence) who may be driving a company vehicle and on behalf of the Firm, and authorised drivers who drive Company vehicles. It should be read in conjunction with the Highway Code which applies to England, Scotland and Wales (available at [www.highwaycode.gov.uk](http://www.highwaycode.gov.uk)).

### **3. RESPONSIBILITIES**

#### **Board Responsibilities**

The Firm's Board of Directors has agreed the following regarding its responsibilities and culture on driver risk:

- Over-arching SHE policy statement that incorporates work-related road safety in section 2.1 of the Group Safety, Health and Environment Policy
- Clearly defined roles/responsibilities regarding management of work-related road safety.
- Group policies and procedures regarding driver safety and fleet management
- Co-operation across operating companies/departments to ensure policy effectively managed and adhered to
- Continued investment in systems to enhance vehicle and driver information

- Ensuring that all vehicles purchased for and on behalf of the Firm meet company procurement standards
- Actively encourage employees to report all road incidents.
- Biannual review of 'Driver Policy' and 'Driver Handbook'
- Inclusion of fleet statistics and key information within Board papers

## **SHE Department Responsibilities**

- Carrying out periodic reviews of any work-related driver risk assessments
- Support in the review and if appropriate revision of the Driver Policy and Driver Handbook
- Support the Operating Company where serious RTI's occur involving personnel where appropriate.
- Review compliance of this policy with both Fleet and HR
- Report any high-risk non-compliance issues to the Board

## **Operating Company/General Manager Responsibilities**

- Ensuring all employees receive a copy of the Driver Policy and Driver Handbook and comply with the contents
- Adhering to legal responsibilities regarding driving a company vehicle either during working hours or outside of working hours for those authorised to do so
- Reviewing/taking relevant action regarding recorded/reported findings/trends
- Discuss fleet statistics, accidents etc, within management meetings
- Working with Fleet Management to ensure the vehicle provided is suitable for the employee to carry out their duties
- Working with Fleet Management, SHE and HR in taking relevant action on high-risk drivers
- Assist in the maintenance of a record of drivers authorised to drive Company vehicles, including non-employees (e.g., spouses, partners, etc) ensuring registration on DriveTech and completing the driver licence check and assessments prior to driving.
- Ensuring any breaches in relation to licence checks, driving assessments and training are dealt with in a proactive way to ensure compliance
- Accountable for notifying Fleet Management/HR/Payroll of any changes regarding the use/users of a company vehicle or a change in circumstances of an employee such that it affects their ability to drive

## **Fleet Management Responsibilities**

- Providing technical support and legislative guidance to operating companies
- To provide the facility for the driver to ensure the vehicle holds the appropriate records – Tax, MOT, Service, Insurance
- To support the driver in accessing appropriate servicing, maintenance and repair for the vehicle at the appropriate time
- Reporting to both SHE Department, Directors and General Managers any concerns within a specific Operating Company
- Providing information for consistent dashboards and management information including trends

- Carrying out fleet audits (legislative)
- Maintain records of vehicle allocation and their drivers associated with the vehicles

## **Transport Manager Responsibilities**

- Ensure the Company holds a valid Operating Licence and complies with the requirements and legal obligations
- Ensure employees have received a copy of this Driver Policy and the Driver Handbook and are compliant with its contents
- Ensuring all drivers hold a Driver Certificate of Professional Confidence (DCPC) and a drivers digital tachograph card
- Ensuring the regular 6- or 8-week Service inspections are carried out on all HGV's and in accordance with DVSA guidelines
- Carry out monthly meetings with each HGV driver to carry out a review of the data from the Driver Taco Card
- Ensure all HGV drivers are registered with CheckedSafe
- Reviewing/taking relevant action regarding recorded/reported findings/trends
- Discuss fleet statistics, accidents etc, within management meetings
- Working with Fleet Management, SHE and HR in taking relevant action on high-risk drivers
- Ensuring any breaches in relation to licence checks, driving assessments and training are dealt with in a proactive way to ensure compliance
- Accountable for notifying Fleet Management/HR of any changes regarding the use/users of a Company vehicle or a change in circumstances of an employee such that it affects their ability to drive

## **HR Responsibilities**

- Support in the review and if appropriate revision of the Driver Policy and Driver Handbook bi-annually or more frequently if required.
- Arranging licence checking and driver assessments via a third-party provider and reporting to Operating Companies any non-compliance.
- Facilitate the provision of driver training based upon risk ratings derived from the licence check and driver assessment and reporting to Operating Companies any non-compliance
- Maintain a record of drivers authorised to drive Company vehicles, including non-employees. (Available to Operating Companies and General Managers (and or their delegated appointee) via the DriveTech system. A monthly report will be issued to each Operating Company from DriveTech)
- Reviewing high-risk drivers and ensuring corrective/supportive action is taken by the relevant Operating Company

## Employee Responsibilities

See Driver Handbook for full details of Employee responsibilities to be read in conjunction with this policy.

THE PROCESS AND APPLICATION OF THIS POLICY IS TO BE READ IN CONJUNCTION WITH DRIVER HANDBOOK

## 4. LEGISLATION

The legislation governing this policy, as amended from time to time, is contained in, but not limited to:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Health and Safety (First Aid) Regulations 1981
- The Road Traffic Act 1991
- Road Vehicles (Construction and Use) (Amendment) (No.4) Regulations 2003
- Working Time (Amendment) Regulations 2003
- Highway Code

In addition to the responsibilities listed above, HGVs and their drivers are subject further legislation and guidance which are covered under:

- The Road Vehicles (Authorised Weight) Regulations 1998
- The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007
- The European working time directives
- UK Operating licence regulations