

## Driver Handbook

It is essential you make yourself fully conversant with the contents of this Drivers Handbook. There are legal and financial penalties to both you as an individual and potentially the Firm for non-compliance or inappropriate behaviour. Ignoring your responsibilities arising from the use of a Company vehicle, will not be tolerated and as such, may lead to disciplinary action, up to and including dismissal.

### Contact Details of Service, Maintenance and Repair providers

Cars: Agnew 02890 386606

Commercial Vehicles: S G Fleet 0344 8545172

## YOUR RESPONSIBILITIES

- Ensure you only drive a vehicle on company business for which you have an appropriate driver's licence.
- Have an understanding and adhere to all traffic regulations including appropriate knowledge of the Highway Code consistent with the vehicle you are driving.
- Comply with all requirements as set out and amended by the DVLA. It is your responsibility to regularly review DVLA requirements to ensure you are meeting the DVLA's standards. Where you are not able to meet those standards and requirements, either permanently or temporarily, or where you are unsure you must inform the DVLA, your General Manager and Fleet Management in order that appropriate preventative and precautionary action can be taken.
- Prior to driving a company vehicle, you must complete the driving licence check and driver assessment on DriveTech. The Firm reserves the right to request additional training to maintain the provision of a company vehicle.
- Ensure that you complete any periodic assessments as and when notified by DriveTech or your General Manager.
- Where the employee holds a non-UK driver licence they must:
  1. Have notified the DVLA that they are working in the UK and provide whatever documents and information requested by them and provide copies of documents to the Firm to confirm your right to drive in the UK
  2. Obtain a UK drivers licence that confirms you are eligible to drive a vehicle for which you are using on company business within 6 months of the start of your employment. Failure to meet this requirement may impact your ability to continue in the role for which you have been hired.
- Immediately advise the Firm where proceedings have commenced and where a conviction could lead to a ban from driving or if the driver's licence has been revoked by the police following a roadside incident. The Firm may, at its discretion, prevent you from driving on company business and remove a vehicle from your possession until proceedings have concluded.
- Must immediately report all driving endorsements/fixed penalty notices incurred to Fleet Management and your General Manager.

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- Pay any fines and costs arising from driving and parking offences. Where fines and costs arising from parking offences have already been paid by the Firm the Firm will advise you and make a deduction from pay to cover the associated cost that has been incurred along with any administrative costs.
- Ensure you immediately advise the DVLA and the Firm of any condition which may affect your ability to drive safely. Where you are in doubt, you should contact the DVLA for guidance. Where the driver's licence is revoked, you must cease to drive immediately and immediately advise the Firm. The Firm retains the right to remove access to a company vehicle where the Firm has cause to believe a licence may be revoked.
- Advising the Firm immediately of any instruction issued by a medical professional that prevents or limits your ability to drive or operate a vehicle.
- Prior to allowing a partner/spouse etc to drive a company vehicle for personal use you must ensure you have received written permission from your General Manager, they are appropriately qualified. Authorisation will include a driver licence check by Drive Tech.
- Ensure that all company policies are complied with when using a company vehicle.
- In line with Government Legislation employees must not use a handheld mobile phone whilst the vehicle is in motion (including where the vehicle is temporarily stationary e.g., at traffic lights, in queuing traffic). The use of hands-free such as Bluetooth, voice command, built in sat-nav is permitted provided the device does not block your view of the road or traffic ahead and you remain in full control of the vehicle.
- You must comply with any law governing the use of technological devices whilst in control of a vehicle.
- Ensure any passengers wear a seat belt.
- Ensure that pets, children and anyone not involved in company business (unless it is a client/customer of the Firm) are not carried in the vehicle while on company business.
- Ensure the safekeeping of any company vehicle in your control which includes being familiar with and observant of any provisions contained within the vehicle's handbook. Further the vehicle must be clean and tidy to avoid any risks that may impact the safe operation of the vehicle.
- Carry out appropriate checks to ensure the vehicle is roadworthy and complies with current road vehicle regulations before being driven. A checklist is provided at Appendix F of this Drivers Handbook. Where defects are identified, which may impact the safe use of the vehicle, you must immediately contact the appropriate service, maintenance, and repair provider and obtain advice on the most appropriate course of action before using the vehicle. Where this is out of office hours do not operate the vehicle until clarity and guidance has been provided. All defects must be reported to the appropriate service, maintenance, and repair provider within 3 days of initial identification in order that these can be addressed and rectified.
- Follow the relevant processes contained in this Drivers Handbook e.g., reporting of accidents, damage to a company vehicle.
- Ensure the company vehicle is serviced consistent with the vehicles handbook by contacting the appropriate service, maintenance, and repair provider.
- Ensure the vehicle is locked, and valuables removed or placed in the boot out of sight when the vehicle is left unattended. Employees should take care as to park a vehicle in a safe place

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where it is well lit. Personal belongings will not be replaced, nor financial compensation offered where a loss occurs as a result of being removed from a company vehicle.

- Ensuring that any tracking devices fitted to a company vehicle and not tampered with and that where the device is not working report this to Fleet Management.
- Complying with the permitted uses criteria including the requirements with reference to authorised drivers.
- Failure to comply with these responsibilities and/or any aspect of this policy may result in disciplinary action which, where such matters are of a serious nature including gross misconduct, may include summary dismissal.

## 1. Validation and Permission to Drive

The Firm's Licence Check validation is carried out by an independent supplier, DriveTech; which is legally obliged to comply with all aspects of individual data protection.

All employees who hold a driving licence are required complete a driver licence check and driver assessment on DriveTech and any further training modules within 3 months. It is also expected that employees renew this mandate and complete any further assessments and training modules periodically when prompted to do so.

PERMISSION TO DRIVE A COMPANY VEHICLE WILL NOT BE GRANTED UNTIL THE VALIDATION PROCESS HAS BEEN COMPLETED. EXISTING EMPLOYEES WHO HAVE NOT COMPLETED THE PROCESS WILL BE GRANTED A THREE-MONTH GRACE PERIOD FROM THE EFFECTIVE DATE THAT THIS HANDBOOK IS ISSUED.

The Firm will ensure that driving licences are validated and driving awareness assessed adhering to the following as a minimum:

- Annually- all drivers deemed as high risk, plus training modules completed within 3 months of the assessment.
- Bi-Annually or Three yearly – all drivers deemed medium or low risk, plus training modules completed within 3 months of the assessment.
- The company reserves the right to request the driver undertake additional training to maintain the provision of a company vehicle.

It is your responsibility to inform the Firm of any changes to your licence **including any change of address.**

A Driver Declaration and DriveTech data collection form can be found at Appendix A - Pre-Employment Driver Authorisation and Appendix B - New Drivers Declaration Form for completion and return to your General Manager.

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## Authorisation for Additional Drivers to Drive a Company Vehicle

Permission may be given for additional authorised drivers, including spouse, partner, or parent. Drivers must be 21 year of age and have held a full licence for a minimum of 12 months

Authorised drivers must be approved in writing by the General Manager.

Prior to being granted the use of a company car the authorised driver will be required to complete a driving licence check via DriveTech. Failure to complete DriveTech on request will prevent the use of a company car. It is also expected that the authorised driver renews the driver licence check mandate when requested to do so.

You must also provide the details of the authorised driver to HR.

You may authorise the use of the company car to any other employee within the Firm during the working day, in connection with the company's business, provided that such employee holds a valid driving licence, and has completed the licence check and driver assessment on DriveTech.

An Additional Driver Authorisation Form for completion and authorisation from your General Manager can be found at Appendix C.

- Once completed please provide a copy to HR and Fleet Management.

## 2. Legal Proceedings and Convictions

### Legal Proceedings

**You must immediately contact your General Manager if:**

1. You are issued with proceedings for a prosecution (or are made aware that proceedings are likely), which could in turn lead to a conviction, including the issuing of penalty points or a ban from driving.
2. Your driver's licence has been revoked by the police following a roadside incident.
3. Where you have been notified of a driving endorsement/fixed penalty notice.

### Payment of Fines and Fixed Penalty Notices

You, or your authorised driver, are responsible for the payment of fines and costs arising from driving and parking offences. Where the Firm has paid the fine or fixed penalty notice you will be notified accordingly and a deduction from your next salary will be made in order to recover the costs.

## 3. Medical Conditions & Capability to Drive

It is a criminal offence for a driver not to report to the DVLA any condition which affects their ability to drive safely. It may also invalidate insurance cover. Some medical conditions mean you are required to surrender your driving licence and not drive until passed as fit to do so again by the DVLA. There may also be circumstances where you have been instructed by a medical professional that you are unable to operate a vehicle for a stated period, e.g., following treatment or illness.

Where any of these instances occur, you must:

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1. Stop driving immediately.
2. Immediately inform General Manager (where this occurs outside working hours notification must be within 1 hour of the next working day).

## Fitness to Drive

It is your responsibility to assess your fitness to drive and the Firm requires you and authorised drivers to ensure they are confident that their driving capabilities are not affected before driving a vehicle. You should ensure you have a good night's sleep prior to driving a long journey and take regular breaks. If you are in any doubt, you must:

1. Not drive a vehicle until such time as you feel capable.
2. Contact a medical practitioner where you are concerned your health may impact your ability to drive safely. Where you have contacted a medical practitioner, you must only begin driving once it has been confirmed by the medical practitioner that you are fit to do so.
3. Advise your General Manager if you do not feel fit to drive.

Where any of the above situations occur, you must inform your General Manager when you are fit to drive before beginning to drive again.

## Eyesight

You are required to meet DVLA eyesight standards for driving. You must ensure you are familiar with the DVLA eyesight standards and take appropriate action where you are not able to meet those standards. If you need glasses or contact lenses for driving, you must ensure they are always worn.

Licences can be revoked immediately if an individual is stopped by the police, and they cannot successfully demonstrate their eyesight meets the standards set for driving.

You should have your eyes tested at least every two years or more frequently if advised by an optician or ophthalmologist. If you notice any problem with your eyes or believe you have sight deterioration, you must advise your General Manager. You should also immediately arrange an eye test to investigate the matter.

## Prescribed and Over the Counter Medication

You should be aware that some medication can affect your ability to drive. You must check the instructions and/or ask your doctor or pharmacist for guidance regarding the potential impact this may have on your ability to drive.

If medication is impairing your ability to drive or making you feel drowsy and unwell you must:

1. Immediately stop driving.
2. Immediately contact your line manager and advise that you are currently not able to drive. Once you feel fit enough to drive you should let your line manager know before doing so.

## Drugs and Alcohol Policy

No vehicle should be driven when ability may be affected due to alcohol or drugs (this includes the morning after). You or your authorised driver can be at risk from misuse of alcohol and drugs, which will affect your ability to drive safely, legally and responsibly.

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You or your authorised driver must not consume alcohol such that you/they are above the legal limit and/or take illegal drugs then drive a vehicle.

You or your authorised driver must not be found in possession of illegal substances in your company allocated vehicle or have them within your vehicle under any circumstance.

Failure to comply with this policy is considered as gross misconduct under the Disciplinary Policy.

Measures to prevent any person driving for work under the influence of alcohol/ illegal drugs will include random testing as set out in the Alcohol, Drugs and Substance Misuse Policy. Individuals refusing or failing the test will be suspended immediately and may face disciplinary action up to and including dismissal.

'For cause' tests may also be carried out in line with Firm's Alcohol, Drugs and Substance Misuse Policy.

The Firm encourages individuals who have a problem with either alcohol or drug abuse to contact their line manager or HR. At no point in time should an individual with known problems drive a vehicle.

#### **4. Smoking and Vaping Policy**

No Smoking or vaping is permitted in any company vehicle.

#### **5. Distracted Driving Policy**

The Firm has a Distracted Driving Policy, and this covers the use of mobile phones and satellite navigation systems.

Please read and sign this policy which can be found at Appendix D and return to your General Manager.

#### **6. Driver Risk Management**

All employees who hold a driving licence will be required to agree to a driving licence check and complete the driver assessment and any training modules as required based upon driver risk as defined by the DriveTech system.

Driver risk is defined using the DriveTech system which takes into consideration a combination of business mileage, accidents, on-line driver assessment and driving endorsements.

If you fall into the category of a high-risk drive the Operating Company will be supported and advised, where relevant, by Fleet Management/HR who may contact you directly.

#### **7. Awareness of Other Drivers and Vulnerable Road Users**

You will encounter vulnerable road users, where extra care and consideration is required.

Vulnerable road users are those listed below:

- PEDESTRIANS
- CYCLISTS
- MOTORCYCLISTS
- HORSE RIDERS

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- CHILDREN
- OLDER & DISABLED PERSONS
- NEW DRIVERS
- BROKEN DOWN VEHICLES
- ROAD TRAFFIC COLLISIONS
- RECOVERY AGENTS
- HIGHWAYS WORKERS
- E-SCOOTERS

Whenever and wherever you drive:

- Watch your speed.
- Expect to encounter different road users.
- Be patient. Give others time and space.
- Be ready and prepared for other road users to make mistakes.
- Concentrate on your driving.
- Never drive and use a mobile phone.
- Drive considerately.
- Always check your mirrors and make sure your nearside is clear before turning left and at roundabouts.
- Do not park on pavements if possible.

## 8. Control of Company Vehicles

### **All vehicles remain the property of the Firm**

Each of the Firm's vehicles always remains the property of R G Carter/ leasing company and under the control of Firm. You are responsible for the safe keeping of the vehicle and its contents and you must ensure you are familiar with, and observe, the provisions contained in any vehicle handbook.

Use of the vehicle may be withdrawn in the event of any breach of this Driver Policy or Driver Handbook.

Vehicles allocated to individuals can only be reallocated by Fleet Management. This ensures appropriate records are maintained and the proposed new user is qualified to drive the vehicle.

## 9. In the Event of an Accident

In the event of an accident, the procedure as detailed in the flow chart below should be adopted by the authorised driver.

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## In the event of a Motor Incident

Turn off the engine, use hazard warnings to alert other road users, exit the vehicle safely.

Are there any injuries, are you able to safely move the vehicles? Call emergency services where required to assist, with any injuries or traffic/vehicle's causing obstruction.

### Serious/Fatality

Call emergency services to assist. Provide support to police and other emergency attendance. Ring your Fleet Manager immediately for advice and guidance.

### Minor/Non-Injury

Before you move your vehicle to a safe place, record the vehicle's position and, if it is safe to do so, take photographs of vehicle, scene, traffic signs etc.

Do not admit liability or comment on responsibility at the scene. Exchange insurance details with other parties, noting vehicle registration, make and model of any involved vehicles. Obtain names and addresses of any witness's present. Note the number of passengers in all vehicles.

When safe to do so, report the incident to Aviva on 0800 051 9160, quoting vehicle registration, this will connect you directly to our insurers, where you can provide details of the incident, and repairs can be arranged. Insurers will send details through to our Fleet and Insurance team. **If driving a car and the incident deems it unsafe or it requires recovery please contact Agnew 02890 386 606**

Continue your journey when safe to do so

### Accident Damage

If you or your authorised driver is found to be wholly responsible for accident/ incident, you/they may be liable for some or all the repair costs. In any event, on a second own fault incident / accident, you will be liable to pay £100 toward the cost of repairs.

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Fleet Management will obtain the authorisation through your General Manager, prior to the work being instructed or repairs being completed. Your Operating Company will then incur the cost of the repairs plus any additional administrative costs. Your Operating Company reserves the right to recharge you for the damage.

The Firm's insurers will manage the accident repairs to Company Vehicles.

The Firm also reserves the right to withdraw the vehicle in cases of abuse, including, but not limited to, inadequate care and maintenance, and reckless or irresponsible acts causing unnecessary damage. Any damage, however caused and regardless of any third-party involvement, must be reported to directly to our Insurers or Fleet Management in the first instance.

## **11. Repairs, Maintenance and Defect Reporting**

### **Weekly Checks**

You are responsible for ensuring weekly checks are carried out on your vehicle and that the vehicle is roadworthy prior to being driven, this includes tyres, windscreens and glass, vehicle damage, lights, oil and engine fluid levels, etc.

The Firm's policy on tyres for cars and vans, are that worn tyres are to be changed when the tread depth is between 2mm and 1.6mm (or level with the wear bar on the tyre). Contact the appropriate service provider to arrange for the tyres to be changed.

Please see Appendix F - Guidance for Weekly Vehicle Check

### **Defect Reporting**

It is your responsibility to report defects to the appropriate service provider as soon as they arise so the appropriate action can be taken. If you feel the vehicle is not roadworthy, do not drive until either defect has been rectified and/or a qualified person has stated otherwise (mechanic, dealer, AA, etc).

### **Warning Lights**

Where a warning light appears on the dashboard of the vehicle consult the vehicle handbook and follow the instructions. Contact the appropriate service provider immediately and advise of the fault to arrange for the vehicle to be inspected and, where necessary, repaired.

### **MOTs**

Where an MOT is required, it is your responsibility for ensuring an MOT test is undertaken and a certificate obtained. Reminders will be sent from Fleet Management four weeks in advance of the MOT renewal date, to yourself.

The original MOT certificate must be sent to the appropriate service provider.

Any MOT failures are dealt with by the appropriate service provider

### **Servicing**

It is your responsibility to ensure the vehicle is regularly serviced in accordance with the manufacturer's recommendations and the company's procedures. Contact to the appropriate service provider to arrange for the service to be carried out.

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## Breakdown/Roadside Assistance

The Firm provides full breakdown and roadside assistance for company vehicles. Breakdown and roadside assistance include punctures or tyre deflation as wheel changes are only to be carried out by trained personnel on the Firm's vehicles. You are not to change wheels on any vehicles owned by the Firm.

You should familiarise yourself with the relevant contact details:

### Contact Details of Service, Maintenance and Repair providers (appropriate provider)

**Cars: Agnew 02890 386606**

**Commercial Vehicles: S G Fleet 0344 8545172**

*Note: Breakdown or roadside assistance is provided for your company vehicle and does not cover caravans or private trailers if they are the cause of the breakdown.*

## 12. Negligence

Any instances of negligence that result in damage to a vehicle may result in disciplinary action being taken against you, up to and including dismissal.

## 13. Insurance

The Firm will insure all company vehicles to comply with statutory requirements. Copies of the motor insurance certificate can be provided upon request by drivers. This will only be issued for a valid reason such as European travel or if the driver has received a request to produce this document from the Police.

Personal property carried in the vehicle or being towed is not covered by the Firm's insurance nor will any such claim for loss be accepted. You must prior approval from Fleet Management if you wish to tow a trailer, caravan etc.

## 14. Courtesy / Hire Cars

Should a courtesy or hire vehicle be required, these will be specified by the appropriate service provider and will be covered under the Firm's insurance – on collection, the driver must notify Fleet Management to ensure the vehicle is added to the policy.

## 15. Theft

You must ensure that when leaving the vehicle nothing of perceived value is left in view, and all evidence of mobile telephones and portable satellite navigation systems are removed. None of the Firm's 'owned' data/information should be left unattended in a vehicle at any time. The vehicle should be parked in a sensible area which is preferably well lit at night. Under no circumstances should the vehicle be left open and unattended; this includes always locking the vehicle and removing the keys when refuelling.

If your vehicle is stolen, immediately notify the police in that locality as well as Fleet Management and your line manager. Fleet Management will organise a replacement vehicle following the theft of your company vehicle, if required.

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## 16. Tracking Devices

The Firm may arrange to have fixed satellite tracking devices fitted to a company vehicle. This will be done with the knowledge of the designated driver. In exceptional circumstances, mobile devices may be fitted without knowledge but at the discretion of a Director. Regarding the tracking system, please note the following:

1. The system will be used primarily as a tool for improving operational delivery, efficiency and work scheduling purposes.
2. Access to the system will be restricted for management and operational staff who need to use the system. The secure system is password protected.
3. The system will be used for risk management with regard to driving and lone working.
4. Use of the system for reporting on performance e.g., to ensure drivers are complying with statutory regulations, to assist in gathering evidence following an accident, will be restricted to management, and be strictly in accordance with the Firm's Disciplinary policy and procedures.
5. The system may be used in tracking unauthorised movements and/or activities which could potentially lead to disciplinary action.
6. Verifying circumstances of complaints: this system enables the Firm to provide evidence relating to accidents, speeding and other motoring offences in order for the Firm to defend itself.
7. In certain situations, information may be requested to verify business and private mileage in conjunction with any claims made by the HMRC.

## 17. Modifications – Non-Tamper Policy

The Firm operate a zero-tolerance policy to tampering. Altering a company vehicle in any way from the original supplied specification is considered tampering. Tampering with any part of your vehicle may include, but is not limited to, vehicle racking, roof racks, tow bars, speed limiters, tracking devices, or any other vehicle system. If you require clarification, please contact Fleet Management.

## 18. Permitted Uses

Apart from use in connection with the company's business and commuting to and from work, a company car may be used for social, domestic and pleasure purposes only. The carriage of passengers for hire or reward, rallying, racing or in connection with other business interests is forbidden.

Towing of caravans and trailers is permitted subject to the prior written consent from your General Manager. Consent will only be given if towing attachments are of a type approved by the car manufacturer and are professionally fitted at your expense. Once fitted, the towing equipment cannot be removed, nor will you be reimbursed.

The issue of additional or new number plates is controlled by legislation. When authorisation has been obtained to tow using the car, there will be a requirement for an additional rear number plate. This will be arranged by you, ensuring the plate is legal, at your cost.

In the event of an accident, the Firm's insurance will only provide cover for damage/injury to third party caused while the caravan or trailer is attached. The Firm's insurance does not cover any damage to the caravan/trailer and/or its contents including theft.

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Please complete Appendix G – Authorisation Form for Towing to request authorisation from your General Manager. Once completed please provide a copy to Fleet Management.

## **19. Fuel and Business Mileage**

The Firm reimburses fuel for business use. Business use is classified as journeys which qualify under HMRC rules as necessary business travel. Please contact the Firm's tax team for clarification. You are required to maintain records of business mileage.

## **20. Overseas Visits**

Your company vehicle cannot be used outside the United Kingdom without the prior written consent of Fleet Management. The application for such approval must be made by the car user at least **four** weeks prior to date of departure. If approved you will be provided with a copy of the Firm's insurance certificate to take with you, the letter of authority to drive outside the UK and either the original registration document, or a VE103 certificate of hire document.

Should the vehicle breakdown while overseas you must contact Fleet Management who will arrange for breakdown assistance, repair and repatriation of the vehicle if a repair cannot be carried out. The Firm will not pay for yours or your family's repatriation.

It is your responsibility to ensure you have the correct drivers licence documentation for the country you are visiting. It is also your responsibility to ensure that you comply with all rules and regulations of the countries visited, including the carrying of spare bulbs, warning triangles, breathalyser kit and high-vis jackets where required.

Please complete Appendix H – Authorisation for Oversea Travel to request authorisation from your General Manager and Fleet Management.

## **21. Master Key**

It is important to keep this key in a safe place. Should you need a replacement ignition key or find it necessary to re-programme the existing key, the master key will be required.

Charges will apply if this key is not returned with the vehicle. Should the master key be lost, the costs will be charged to the company you work for (including administration costs), who in turn reserve the right to recharge you. You must notify Fleet Management immediately if you lose the master key for the vehicle.

## **22. Employees Driving Commercial Vehicles - HGV's, LCV's**

This section should be read in conjunction with the rest of this policy.

You must ensure you hold the correct licence, for the vehicle. If you are in any doubt as to your responsibilities, you must immediately seek advice from your General Manager and not drive until clarification has been given.

An HGV is defined as a motor vehicle with a Gross Vehicle Weight (GVW) or Gross Train Weight (GTW) that exceeds 3500kg. This will include any vehicle which weighs more the 3500kg loaded and in certain circumstances any Load Carrying Vehicle (LCV) ((Van)) towing a trailer and the combined weight exceeds 3500kg.

In order to operate an HGV, the company must hold an Operating Licence which has various requirements and legal obligations placed on them. The Operating Licence for the RG Carter Group

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is held by RG Carter Technical Services Ltd, and it has a named Transport Manager who is legally responsible for ensuring the Firm is compliant with all obligations placed on them.

All HGVs owned by the firm are registered to and maintained by RG Carter Technical Services Ltd.

The Transport Manager can be contacted on 01842 766342 option 2 or [transport@rgcarter.co.uk](mailto:transport@rgcarter.co.uk) and will be based at Thetford Yard, Station Lane, Off Mundford Road, Thetford, IP24 1AS.

HGV's can only be parked in designated operating centres which are currently:

<b>Kings Lynn Yard</b> Maple Road Kings Lynn PE34 3AH	<b>Thetford Yard</b> Station Lane Thetford IP24 1ND
<b>Attleborough Yard</b> 1A Victory Park Attleborough NR17 1ZA	<b>Drayton Yard</b> 9-11 Drayton High Road Drayton Norwich NR8 6AH
<b>Drayton Windows Yard</b> Horizon House Frensham Road Norwich NR3 2BT	<b>Norfolk Gravel</b> Britons Lane Beeston Regis NR26 8TP

All HGV's will be subject to a 6 or 8 weekly service inspection and the driver will be notified by the Transport Manager when that is and where to deliver the vehicle. All services and repairs will be in accordance with DVSA guidelines.

In addition to the required driving licence, all drivers of HGV's must hold a Driver Certificate of Professional Confidence (DCPC) and a drivers digital tachograph card. They will be required to supply details of these to the Transport Manager on request.

Driver tacho cards will be presented for data download every week but no later than every 28 Days. The data will be downloaded via a remote download link at the operating centres or in person at the Thetford Yard. A meeting between each driver and the Transport Manager will be held monthly, this will either be via TEAMs, a phone call, email or in person when practicable. Any infringements identified will be discussed and advice given, the driver will be required to sign an acknowledgement for any infringements. A copy will be supplied to the driver for his records.

Should a serious infringement, or continuing infringements of the same nature, be identified dependant on the seriousness the Firm reserves the right to insist the driver attend remedial training or in some cases it could result in disciplinary action, up to and including dismissal.

All HGV drivers will also be registered on CheckedSafe, which is the electronic system used by the firm to carry out, record and file the daily vehicle checks carried out by drivers. There is no requirement for drivers to notify the Transport Manager by phone of any defects found as CheckedSafe is a real time reporting app that will notify the Transport Manager of any defects instantly. If in doubt, do not drive the vehicle until clarification has been given.

All HGV's owned by the Firm are fitted with tracking devices which must not be tampered with or removed.

The driver must inform the Transport Manager if they are subject to a roadside check by DVSA. Any paperwork generated by the check must be sent to the Transport Manager as soon as practicable. Any Roadside fines issued by DVSA as a result of the stop are the responsibility of the driver.

**Personal use of commercial vehicles is not permitted by the Firm.**

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## Appendices

**Appendix A – Pre-Employment Driver Authorisation**

**Appendix B - New Drivers Declaration Form**

**Appendix C – Authorisation Form for Additional Driver**

**Appendix D - Distracted Driving Policy**

**Appendix E - Hand Over/Take Over Form for Vehicles**

**Appendix F - Guidance for Weekly Vehicle Check**

**Appendix G – Authorisation Form for Towing**

**Appendix H – Authorisation Form for Overseas Travel**

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## Appendix A – Pre-Employment Driver Authorisation

In order for the RG Carter Group to register you with DriveTech so you are able to carry out the driver licence check and driving assessment please could you complete the below details.

It is company policy that all employees are registered with DriveTech whether they will be allocated a company vehicle or not so that in the event you are required to drive a company vehicle for work purposes we have adhered to the appropriate checks and met our legal obligations.

If you do not hold a driving licence you will not be required to complete this information.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**I give permission for my details above to be added to DriveTech and to complete the driving licence check and driver assessment prior to my start date and to complete any further training modules within 3 months of the commencement of my employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal data you provide on this form is being collected for the purposes of ensuring that the R G Carter Group complies with its legal obligations regarding driving a company vehicle. The data will only be used for this purpose, will be held securely and will not be shared with any third party other than DriveTech. We will securely delete any redundant data when it is no longer required to meet our legal obligations.*

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## Appendix B - New Drivers Declaration Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Role: \_\_\_\_\_ Operating Company: \_\_\_\_\_

Declaration of Responsibilities	Insert ✓ or NA
I confirm that I have read the Driver Policy and Driver Handbook	
I will adhere to the rules and guidance of the Highway Code including (but not limited to) speed limits, fitness to drive, mobile phone usage and towing	
I agree to complete the licence check and the driver assessment on DriveTech prior to commencing employment and any training modules assigned thereafter within 3 months of the commencement of my employment	
I confirm that I will report any proceedings of prosecution or driving endorsements to the Firm immediately	
I can confirm that I am entitled to drive and have no driving related health issues (any changes must be reported immediately to the Firm and the DVLA)	
I understand it is my responsibility to ensure my vehicle is serviced to manufacturers guidelines and MOT'd when required	
I will keep my vehicle clean and tidy in line with the Firm's standards	
I will ensure that no smoking or vaping occurs in the vehicle	
I will ensure all loads are safe and secure and the gross vehicle weight is never exceeded	
I agree to allow spot checks/audits on the vehicle allocated to me	
I agree not to allow anyone to drive the vehicle without prior approval from my General Manager	

This form must be completed, signed and dated and be sent to HR to be retained on the employees personal file for reference purposes.

Signed: ..... Date: .....

## Appendix C – Authorisation Form for Additional Driver

I, \_\_\_\_\_, employed at \_\_\_\_\_ request that the below person be authorised to drive my company vehicle for personal use.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Details of the person to be authorised to drive a company vehicle:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Relationship to RG Carter Group Employee: \_\_\_\_\_

Driving Licence Number: \_\_\_\_\_

**I give permission for my details above to be added to DriveTech and to complete the driving licence check prior to driving the vehicle. (To be signed by the additional driver)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal data you provide on this form is being collected for the purposes of ensuring that the R G Carter Group complies with its legal obligations regarding driving a company vehicle. The data will only be used for this purpose, will be held securely and will not be shared with any third party other than DriveTech. We will securely delete any redundant data when it is no longer required to meet our legal obligations.*

<b>FOR OFFICE USE</b>	
<b>General Manager Name:</b>	<b>Signature:</b>
<b>Date:</b>	

Once completed please provide a copy of this form to Fleet Management and HR

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## Appendix D - Distracted Driving Policy

In order to increase the safety of all road users and eliminate unnecessary risks, The Firm has enacted a Distracted Driving Policy in line with Government Legislation.

- Company employees and authorised drivers may not use a hand-held mobile phone while operating a vehicle – whether the vehicle is in motion, stopped at a traffic light or stopped in traffic. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.
- This policy applies to all employees and authorised drivers when **any** of the following five conditions apply:
  - Operating a company vehicle
  - Operating a personal vehicle on company business
  - Driving on company property
  - Using a mobile phone supplied by the company.
  - Using a personal phone for company business
- Use of hand-held mobile phones while driving is strictly prohibited – this includes all functions of the mobile phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, internet browsing, camera, etc.
- Use of electronic devices – including sat nav, laptops, PDAs, cameras and pagers – while driving is strictly prohibited. Sat nav's should have the destination added prior to the start of a journey and if this needs amending during the journey, please pull over to a safe place to do so.
- We discourage all vehicle drivers from answering calls whilst driving and would suggest only using in case of emergency.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- We advise that regular callers should be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are advised to ask that the co-worker call back at a more appropriate time.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location or may only do so with the use of hands-free such as Bluetooth, voice command, dashboard holder/mat, windscreen mount, built in car system. The device must not block your view of the road or the traffic ahead and you must stay in full control of the vehicle at all times.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

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Employee Name

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Employee Signature

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Date

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## Appendix E - Hand Over/Take Over Form for Vehicles

Vehicle Hand in date: \_\_\_\_\_ Previous Driver: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Registration: \_\_\_\_\_

Mileage: \_\_\_\_\_ Last Service Date/Mileage: \_\_\_\_\_ / \_\_\_\_\_

No. of Keys: \_\_\_\_\_ Service & Manual Book: Yes / No

All items needed to do wheel change: Yes / No Tracker Fob: Yes / No

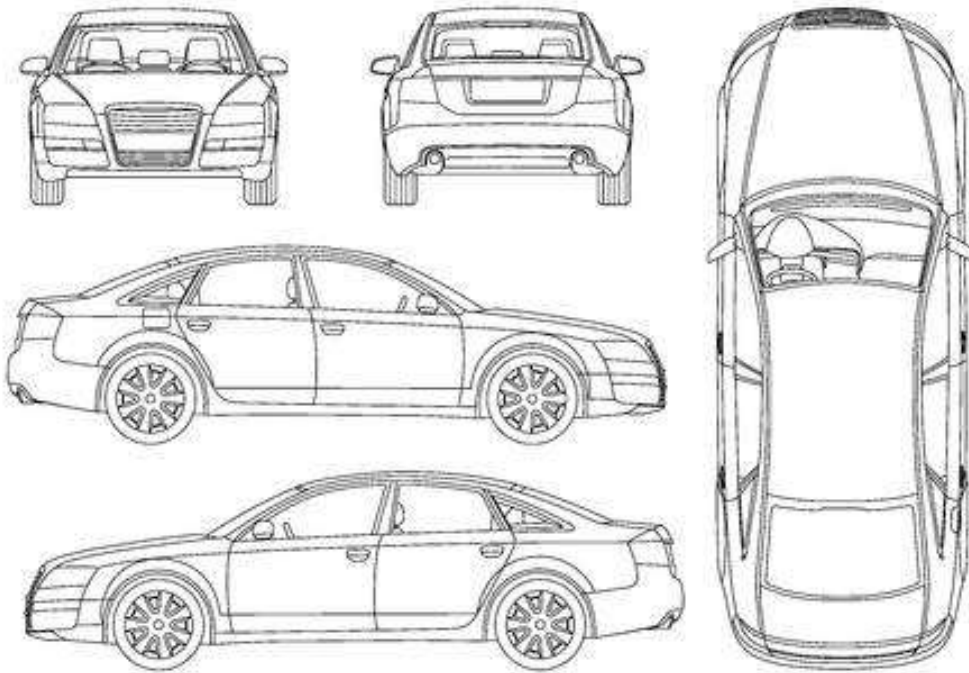
Fuel Card: Yes / No Fuel Card No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Vehicle Condition (Acceptable/Not Acceptable) Add comments below

Seats: \_\_\_\_\_ Dashboard: \_\_\_\_\_

Carpets: \_\_\_\_\_ Load Compartment: \_\_\_\_\_

Exterior Damage: M = Missing B = Bent S = Scrape H = Hole CR = Crack RU: Rust



Comments: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix F - Guidance for Weekly Vehicle Check

Weekly Checks to be carried out	
1	<b>Oil:</b> The vehicle must be on a flat surface with the engine switched off. If engine has been running, leave 5 minutes before checking, to allow oil to return to sump. Look under your vehicle for leaks, if fluid visible investigate the leak ( <b>REMEMBER DO NOT PLACE YOUR FINGER INTO FLUID, GET A TISSUE OR SIMILAR TO DIP THAT IN</b> ) if you are unsure what the fluid is, check all other fluids to see if any are low, if still unsure contact SG Fleet for further guidance.
2	<b>Other Fluids to check:</b> <b>Brake and Power Steering Fluid:</b> Check reservoir, levels should be between the Minimum and Maximum, if found to be below minimum <b>DO NOT USE</b> the vehicle and report to your fleet provider. <b>Radiator:</b> Check level make sure level is between and Minimum and Maximum (if in need of replenishment report to garage for top up, only use water in an emergency. ( <b>WHEN ENGINE IS HOT REMOVE CAP VERY SLOWLY TO RELEASE PRESSURE</b> ). <b>Windscreen Wash:</b> Replenish as necessary. ( <b>REMEMBER IT IS ILLEGAL TO HAVE NO WINDSCREEN WASH</b> ).
3	<b>Fuel:</b> Check that the quantity in the tank is sufficient for your needs or you have a way of purchasing fuel e.g. with a Fuel card <b>(MAKE SURE YOU KNOW WHAT TYPE OF FUEL YOUR VEHICLE REQUIRES)</b>
4	<b>Windscreen:</b> Check windscreen for chips or cracks. All damage is to be reported to your fleet provider and repaired as soon as possible. <b>Bodywork:</b> All panels should be secure with no sharp edges; this includes any mirrors. <b>ALL DAMAGE IS TO BE REPORTED</b> <b>Exterior:</b> Vehicle cleanliness appropriate to the type and usage of the vehicle must be kept at all times. All Windows, Mirrors, Lights and Number plates are to be kept clean at all times.
5	<b>Tyre Checks:</b> <u>Correct pressure</u> - Pressures can be found in vehicle handbook, regular checks are to be made by using a tyre pressure gauge. <u>Damage</u> - Cuts in sidewall should be taken to tyre dealer to be checked (if you can see wire mesh the tyre must be changed). <u>Irregular</u> - if bulges are found in the sidewall or the tyre is out of shape, take to tyre dealer to get checked. <u>Excessive Wear</u> - legal depth for tyres is 1.6mm, over ¾ of the width with all other tread visible and over the whole circumference of the tyre. ( <b>R G Carter</b> policy requires that you get your tyres replaced at 2mm) <b>DO NOT LET YOUR TYRES GO BELOW THE WEAR BARS.</b> <b>If tyres are unsafe, SG Fleet's tyre provider does offer a mobile service</b>
6	<b>Wheels:</b> Look for cracks or rust marks around wheel nut hole. The nuts are to be tight; check by hand to make sure no movement is possible, all nuts are to be present (if any are found to be loose tighten them, then take to garage to get wheel checked out and tightened to the correct settings).
7	<b>Lights:</b> Check all components are working and any defects found are reported and rectified.

Weekly Checks to be carried out	
8	<b>Exhaust:</b> Check that the exhaust emission is not excessive i.e., that there is no dark blue or clearly visible black smoke coming from the exhaust. Check that exhaust is secure and there is no excessive rust. Any excessive noise is also to be reported.
9	<b>Horn /Wipers /Washers:</b> Check all components are working and report any defects.
10	<b>Brake:</b> Check brakes are operating correctly by driving off to about 5 MPH then gently applying the brakes. <b>DO NOT PROCEED IF FAULT IS FOUND.</b>
11	<b>Driving Controls:</b> Check all controls are operating correctly and are not worn or loose. Make sure you are competent in their operation <b>IF YOU ARE NOT SURE ASK!!</b> <b>Seat Belt:</b> Check your seat belt is <b>NOT</b> frayed and it locks out when pulled hard, ensure it is fitted correctly i.e., around your chest and not high up around your neck

SG Fleet Contact details:

0344 85 45 172

RGCarter@sgfleet.com

www.sgfleet.com

## Appendix G – Authorisation Form for Towing

I, \_\_\_\_\_, employed  
at \_\_\_\_\_ request to add a  
tow bar to my company vehicle for towing a caravan or trailer.

Vehicle Make/Model: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

I confirm that I will arrange for a tow bar to be fitted to the above vehicle by a professional reputable company at my own expense. The tow bar will be of a type approved by the car manufacturer. I will also purchase at my own expense the required additional vehicle licence plates and ensure that these meet legal requirements.

I understand that any authorised modifications may not be removed from the vehicle once completed.

I understand that the Firm's insurance does not cover any damage to the caravan/trailer and/or its contents including theft and the insurance will only provide cover for damage/ injury to a third party caused while the caravan or trailer is attached to the vehicle.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE</b>	
<b>General Manager Name:</b>	<b>Signature:</b>
<b>Date:</b>	

Once completed please provide a copy of this form to Fleet Management

## Appendix H – Authorisation Form for Overseas Travel

I, \_\_\_\_\_, employed  
at \_\_\_\_\_ request permission to travel overseas  
in my company vehicle.

Vehicle Make/Model: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Destination of travel: \_\_\_\_\_

Dates of travel: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

I confirm I have the correct drivers licence documentation for the country I am visiting. I also confirm I will comply with all rules and regulations of the countries visited, including the carrying of spare bulbs, warning triangles, breathalyser kit and high-vis jackets where required.

I understand that should the vehicle breakdown while overseas I must contact Fleet Management who will arrange for breakdown assistance, repair and repatriation of the vehicle if a repair cannot be carried out and the Firm will not pay for mine or my family's repatriation.

I will ensure I will carry a copy of the Firm's insurance certificate, the letter of authority to drive outside the UK and either the original registration document, or a VE103 certificate of hire document.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE</b>	
<b>General Manager Name:</b>	<b>Signature:</b>
<b>Date:</b>	
<b>Fleet Manager Name:</b>	<b>Signature:</b>
<b>Date:</b>	