

**esgroup**

**Driver Handbook**



electrical

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compliance

Compliance Safety Solutions Ltd

# **CONTENTS**

## **Company and Personal Vehicle Policy Statement**

1. Policy Familiarisation
2. Company or Privately Owned Vehicles
3. Legal Requirements
4. Safety
5. Fatigue
6. Adverse Weather
7. Driving or travelling Under the Influence of Alcohol or Drugs
8. Environmental Considerations
9. Use of Mobile Phones
10. Fines or Other Penalties
11. Company Image
12. Authorised Drivers
13. Driving Licence
14. Driving Standards Checking
15. Vehicle Condition
16. Transfer/Change of Vehicle
17. Servicing and Maintenance
18. Smoking, Drinking and Eating
19. Vehicle Breakdown
20. Vehicle Accident or Incident Reporting Procedure
21. Insurance
22. Trackers
23. Fuel Cards

# **esgroup Driver Handbook**

## **Company and Personal Vehicle Policy Statement**

This policy applies to everyone who uses vehicles as a form of transport for use at work ie Company owned (Fleet) and Personal vehicles used on company business (Grey Fleet)

We are committed to the prevention of injury, ill health and pollution. It is therefore our policy to promote a suitable and sustainable approach to vehicle management within the company. We will comply with all relevant statutory regulations and standards that apply.

To ensure the commitments detailed above will be delivered the company will:

- Ensure that drivers must hold an appropriate valid full driving licence
- Ensure that vehicles are taxed, roadworthy, MOT, checked, clean (interior & exterior), serviced and environmentally friendly
- Ensure that vehicles used at work are suitable for their intended role and fit for purpose
- Smoking, drinking, eating and driving/travelling under the influence of alcohol/drugs is prohibited
- Environmental considerations/impacts and risk to health & safety are minimised
- Mobile phones/devices are safely used and adequately controlled
- Procedures for dealing with accidents and vehicle breakdowns
- Arrangements for the upkeep of company image

We will monitor, measure and review performance both proactively and reactively to ensure that standards are being met and management control remains effective by means of:

- Inspection and servicing of vehicles
- Regular licence checks
- Measuring the environmental impact
- Investigating and reporting of accidents, incidents, dangerous occurrences, insurance claims and nonconformities
- Auditing compliance

This policy will be maintained and regularly monitored to ensure that all objectives are achieved. It will be reviewed and revised where necessary to ensure that it remains relevant.

## 1. Policy Familiarisation

Drivers must thoroughly familiarise themselves with this policy, any breach of policy will be dealt with in accordance with the company's disciplinary procedures.

## 2. Company or Privately Owned Vehicles

The following arrangements apply to everyone who uses Company owned vehicles (Fleet) or personal vehicles as a form of transport for use at work (Grey Fleet). For the avoidance of doubt Company Vehicles are: vehicles owned, leased or hired.

## 3. Legal Requirements

No driver will contravene the following:

- Road Traffic Act
- Road Vehicle (construction and use) Regulations
- Highway Code
- Health & Safety at Work Act 1974

## 4. Safety

Vehicles used at work must be:

- Roadworthy and legal
- Suitable for their intended role and fit for purpose
- Adequately maintained, serviced and checked
- Fitted with devices to protect driver and passengers from load being carried
- Fitted with suitable first aid kit

The company will not make undue demands on drivers that could compromise safety such as:

- Unrealistic claims about travel time between places
- Put pressure on drivers that would encourage driving too fast or exceeding speed limits
- Make passengers travel in a vehicle without the correct number of seats for the number of passengers carried

Authorised driver ensures that they have read and understood vehicle operating manual within the vehicle.

Also driver in control of vehicle must ensure that:

- Overloading and insecure loads within vehicle to prevent them becoming dangerous under heavy braking or in the event of an accident

- They do not continue driving if they feel tired or fatigued
- They do not carry passengers that are not seated on a proprietary fixed seat
- The vehicle is kept clean, hygienic and free from food waste

## 5. Fatigue

Never drive when fatigued as it can:

- Reduce your concentration
- Reduce your response times
- Cause you to misinterpret information
- Make you more likely to get frustrated with behaviour of other motorists
- Cause you to fall asleep at the wheel

To minimise the above risk of fatigue:

- Get adequate sleep at night
- Plan journeys so that you don't have one long day followed by another
- Take regular breaks whilst driving – approximately 15min break every 2hrs of driving. Stop, get some fresh air and exercise
- If you feel tired while driving, find somewhere safe to park and stop

## 6. Adverse Weather

If weather conditions are poor, dense fog, snow or ice, consider if your journey is really necessary. Contact your Manager to discuss the situation and see if there are alternative arrangements

When driving in adverse winter conditions, drivers should carry suitable warm clothing/footwear together with water, torch, shovel, de-icing fluid, scraper etc. Also ensure that there is sufficient fuel to complete journey and a reserve should a detour occur

## 7. Driving or travelling Under the Influence of Alcohol or Drugs

No person shall drive or travel as a passenger within a vehicle being used for work whilst under the influence of alcohol or drugs. Any person that attempts to do so shall be subject to disciplinary action.

## **8. Environmental Considerations**

Vehicle use is damaging to the environment in a number of ways:

- Exhaust gases/fumes
- Spilling of substances ie oil, petrol
- Disposal of consumable items ie oil, oil filters, tyres etc..

In order to reduce the environmental impact vehicle use is to be minimised as is practically possible. This can be achieved by Implementing measures such as:

- Avoiding vehicle use as far as reasonably practicable
- Load vehicles with passengers/materials as far as safety allows to reduce the number of journeys and vehicles required
- Economical driving and use of vehicle – monitored by trackers
- Switch engine off when stopped ie no engine idling
- Remove roof rack if not in regular use
- Check tyre pressure
- Scheduled maintenance of vehicle
- Checking for vehicle fluid leaks

## **9. Use of Mobile Phones**

The company does not expect its employees to use a mobile phone where it would be hazardous to do so and therefore it is not considered part of employee's employment to use a mobile phone whilst driving.

Only if Bluetooth is available within the vehicle should calls be answered.

If called whilst driving the driver should pull over as soon as is practically possible in a safe stopping place to return the call

## **10. Fines or Other Penalties**

Fines or other penalties imposed by an Authority/Council and any resultant administration charges arising out of the use of a vehicle are the responsibility of the Authorised Driver concerned and should be paid by themselves to avoid possible additional admin charges. Drivers will be notified of deductions due to penalties/fines

Drivers are responsible for paying congestion charges if they enter such a zone and costs will be reimbursed via the usual expense claims route.

## 11. Company Image

The company place a great emphasis on our professionalism and reputation. It is essential that we project the right image in all our endeavours. The use and condition of vehicles used on business will influence perceptions of clients to some degree and will be viewed by some as an indicator of company image and culture. It is essential that vehicles are well maintained and kept in a good clean condition and are driven with consideration for other road users and pedestrians at all times.

## 12. Authorised Drivers

Only Authorised Drivers may drive company vehicles.

To become an authorised driver a person must be an employee of the company, must be aged 19 and have held a valid UK drivers licence for over 1 year. In the case of vehicles fitted with 9 seats or more the driver must be over 25 years of age.

### Young drivers

Make sure that young drivers do not drive a vehicle which they are not confident of operating safely, e.g. long wheelbase vans, mini-buses etc.

Additional training may be required to achieve this.

## 13. Driving Licence

Any manager may request to view any authorised drivers licence to ensure that authorised drivers are able to meet their legal requirements. Every driver must complete a mandate form to allow the company or its agent to check their licence before driving and again at regular intervals to ensure the licence is still valid. The suspension or invalidation of the driver's licence or the breach of any insurance condition will result in the withdrawal of the use of company vehicles. Where driving is an essential part of your role and we are unable to find suitable alternatives for you this may result in your dismissal due to the inability to perform your role.

It is the responsibility of every authorised driver to inform the company/HR of:

- Any change of address or name
- Any notice of intended prosecution, fine, conviction, licence endorsement or disqualification with immediate effect
- Any medical condition which may affect your fitness as a driver and assessment of risk ie failing eyesight, heart conditions, record of epilepsy or diabetes or any disability
- Any medical requirement to take prescription medicine that will affect the ability to drive safely.

Drivers who regain their licences after a period of disqualification are prohibited from driving a company vehicle without the permission of the company or its insurers.

## 14. Driving Standards Checking

The following ways will be utilised to ascertain whether authorised drivers are complying with the above

- Management or other employees viewing incorrect or inappropriate driving
- Other drivers or pedestrians who may bring instances to the company's attention
- Insurance reports following an accident
- Vehicle trackers
- Information provided by the vehicle leasing company

Any drivers contravening the above could have their authorised driver revoked and ineligible to drive any company vehicles.

## 15. Vehicle Condition

Authorised drivers are responsible for ensuring that the vehicle condition is maintained by inspecting the condition of the vehicle weekly:

- Report any damage internally or externally
- Unacceptable general cleanliness internally and externally of the vehicle
- The vehicle is kept clean internally ie hygienic, free from food waste and rubbish at all times
- Report absence of jacks, normal tools or the vehicles manufacturers service instructions and operational handbook
- Check First Aid kit
- The vehicle should be washed regularly (at least once every 2 weeks)

Managers/supervisors must perform regular checks on the company vehicles under their control to ensure cleanliness, correct loading of equipment. A monthly vehicle condition check must be completed and submitted/retained within the relevant folder on the server.

Every company vehicle will be fitted with a first aid kit. The first aid kit contents will be checked monthly by the authorised driver to ensure that they are complete. Authorised drivers will assist the company by completing any forms required by the police, insurers and the company.

## 16. Transfer/Change of Vehicles

It is the responsibility of the Authorised Driver who uses a company vehicle to ensure, when it is either reallocated to another driver or returned to the supplier, that the vehicle is in a clean condition both internally and externally and that any damage, however caused, has been or is in the process of being rectified in accordance with the normal procedures



## 17. Tyre Replacement/Repair/Servicing and Maintenance

Authorised drivers who use company vehicles have a duty to organise servicing when it is due and also to report any defects or overdue servicing/MOT applicable to the vehicle

Drivers should also ensure at all times:

- Fluid levels are checked regularly ( oil / water )
- Lights and horn work correctly
- Seat belts work correctly
- The tyres (including spare) comply with regulations ie tread depth
- Ensure spare tyre and tools/jack is available within the vehicle
- Tyre pressure is correct for load
- Windscreen wipers are in good condition and washers are effective
- The vehicle should be washed regularly (at least every 2 weeks) and maintained in a clean and roadworthy condition internally and externally
- First aid kit is available and contents are complete

For puncture repairs, tyre replacement, servicing and breakdown authorised drivers should contact the office to arrange a suitable depot for repair

## 18. Smoking, Drinking and Eating

Smoking is not allowed within the interior space of company vehicles at any time. Please note, e-cigarettes, vaping etc. are included within this policy and so reference to “smoke” and “smoking” also applies to the use of these products

Drivers should not drink or eat whilst driving as this is a contravention of the Road Traffic Act

## 19. Vehicle Breakdown

Should a vehicle breakdown the driver should:

- Attempt to stop the vehicle in a safe place if it is possible. If you breakdown on a motorway pull in as far to the left as possible with your wheels turned to the left
- Switch on the hazard warning lights to warn other road users and remove passengers from the vehicle using nearside doors to avoid traffic
- Call for assistance to your line Manager who will assist in arranging breakdown.

### **Never**

- Cross the carriageway or road to use an emergency telephone
- Attempt even simple repairs

Wait on a nearby verge/bank well away from traffic ie behind crash barrier

Never attempt to tackle a vehicle fire: leave it to the emergency services Stand well away from the vehicle and only when you are at a safe distance should you call the emergency services.

## **20. Vehicle Accident or Incident Reporting Procedure**

In the event of an accident in a company vehicle you should ensure that you contact the office to report the accident and also record the following:

- The name and address of the other drivers, telephone number, make, model and registration of their vehicles.
- The name, address and policy or certificate number of the motor insurance for the other vehicles.
- Details of the accident, damage to the other vehicles and the respective positions of the vehicles following the accident and if possible images/photos may be taken using smart phones
- The names, addresses and telephone numbers of all independent witnesses and all parties involved.
- Under no circumstances should drivers admit any fault or liability at the scene accident **DO NOT ADMIT LIABILITY** or discuss blame with the other party.

## **21. Insurance**

Your personal items/tools are not covered in the event of theft of or from the company vehicle and the possibility that you may be required to pay full policy excess in the event of an accident that is considered by the Company and the insurers to be your fault.

## **22. Trackers**

Every company vehicle shall at the discretion of management be fitted with a vehicle tracker

The purpose of this device is to allow management to monitor the use of company vehicles and ensure that employees are complying with their duties under this policy and their terms and conditions of employment such as hours of work. Trackers are also used to lower cost of insurance, as a deterrent to vehicle theft and to aid in the recovery of a stolen vehicle

Managers have access to detailed tracker reports on a daily basis and are responsible for reviewing this report and discussing any discrepancy with Authorised Drivers.

The report contains information on:

- Time and date of vehicle movement i.e. starting and stopping of the vehicle
- Driver behaviour i.e. excessive braking, accelerating, cornering
- Speed of vehicle linked to road speed location
- Idle time
- Position of the vehicle
- Engine status, idling or moving etc.
- Number of miles travelled
- Alert if tracker is removed

Authorised drivers are not to cause damage or to interfere with the tracker device under any circumstances. If Authorised Drivers are found to be misusing company vehicles or failing to comply with their terms and conditions of employment appropriate action may be taken in line with company disciplinary procedures. Reports compiled from the use of trackers contain personal information and as such shall be managed in accordance with the data protection act

## **23. Fuel Cards**

Fuel Cards may only be used by the specific authorised driver for which they are issued. Fraudulent use of fuel will result in the implementation of the company's disciplinary procedures.

Fuel cards are only to be utilised at specific fuel stations as per procedure and card authorised stations-Allstar (Premium Diesel should never be used)