




EJ'S

EJ'S SOLUTIONS

DRIVING POLICY

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Department:	DRIVING POLICY	

Driving Policy (sp004)

Policy statement

Driving is among the most hazardous tasks performed by employees. Legislation places a duty on the employer to provide a safe working environment; this is also extended to driving on business. It is a requirement for staff to follow safe driving practices. This includes steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment such as mobile phones while the vehicle is moving, and not operating a vehicle when the driver's ability is impaired. Drivers are expected to follow defensive driving principles, driving regulations i.e. The Highway Code to prevent accidents.

Code of conduct

EJ's Solutions Ltd expects all staff whilst driving on company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence

Responsibility as an employee

Staff, which drive on company business, will:

- Ensure they hold a current driving licence
- Immediately notify EJ's Solutions Ltd Operations Manager if their driver licence has been suspended or cancelled or has limitations placed on it
- Be responsible and accountable for their actions when driving on business
- Assess driving hazards and anticipate "what if scenarios"
- Wear safety belts
- Drive within legal speed limits
- Report vehicle defects (hire cars) to your travel booker and/or Management before the start of their journey (unless journey starts prior to the working day, then as soon as reasonably practicable).

- Comply with traffic legislation
- Do not use a mobile phone (including hands free kit) when driving
- Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions. Checks should include proper inflation of tyres clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order.
- Report any Accident or near miss incident to the H&S Advisor and your manager, including those that do not result in damage or injury.
- Take an accident report form on all journeys
- Complete an accident report form on all accidents and report to the police, your line manager and the H&S Advisor immediately (where reasonably practicable)
- Take regular and adequate rest breaks at least 15 minutes for each 2 hours driven
- Stop when tired
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments
- Stay overnight if other than under exceptional circumstances driving time and non-driving duties exceed 11 hours or 400 miles in one day. If for unavoidable reasons you have to drive over these limits on an occasional day, considerable care must be taken to have regular breaks and avoid any risks of driving while tired
- Take a taxi, train or car with a driver, when returning from long haul flights
- Ensure that you are familiar with the vehicle that you are about to drive if you are unsure report this to EJ's Solutions Ltd immediately
- Ensure that your vehicle has a valid Insurance and is in a roadworthy condition
- EJ's Solutions Ltd will not accept liability for any damage to privately owned vehicles
- Ensure that you are not taking any medication that may impair your driving ability

Training

Should a member of staff have an unacceptable level of accidents whilst driving on business, EJ's Solutions Ltd may request that driver completes additional training, before allowing that person to drive on business again.

Responsibility as an employer

EJ's Solutions Ltd will not require staff to drive under conditions which are considered unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by:

- Ensuring that a car hire company is used which provides hire cars which meet high standards of safety and are well maintained.
- Ensuring that staff are aware of their responsibility to check the vehicle prior to use.

- Ensuring that staff are comfortable driving the hire car that they are provided with.
- Ensuring that where additional training is required, through Risk Assessment, this will be provided on request.
- Line managers required to manage work schedules to ensure that safe driving practices are maintained.
- Take into account individual driving needs and experience.
- collation of statistics on accidents and near miss incidents to ensure continuous Improvement of driving policy.
- Regular review of policy and procedures to ensure the development and quality of the driving policy.

Procedures

Instructions for Mobile phone use

A substantial body of research shows that using hand-held or hands-free mobile phone while driving is a significant distraction and substantially increases the risk of the driver crashing. Research shows that individuals are four times more likely to crash, injuring or killing themselves and/or other people.

Using a hands-free phone while driving, does not significantly reduce risks, because the problems are caused mainly by the mental distraction and divided attention, (RoSPA).

Mobile phones cause distractions in three ways:

- Taking hands off the wheel
- Becoming engrossed in a conversation and not concentrating on the road
- Mental distraction

The use of mobile phones whilst driving is not acceptable except where a legally compliant hands free unit is installed, and even then it is strongly advised against. Staff should adopt the following principles:

- You must never use a mobile phone whilst driving unless you have a fully legally compliant hands-free unit and are an experienced driver used to handling such equipment: even in such cases you should never initiate calls whilst driving.
- Unless you have a hands-free unit your phone should be switched off, with divert all calls to voicemail and check messages when your vehicle is stationary.
- Never make calls, dial numbers or text while driving, even with a hands-free unit.

From a safety point of view, all use of mobile phones should be avoided while the vehicle is being driven, even with hands-free units, as drivers cannot fully concentrate on driving if they have to process and respond to phone calls. If the phone has to be left on (and this may only be the case where a legally compliant hands-free unit is installed), the driver should pull off the road (in a safe position) to make a call or take a call for any length of time. If in such

conditions you receive a call you should indicate that you are driving and that you will call back when stationary.

Drivers should also be aware that if you have an accident whilst using a hands-free device you may be prosecuted for driving without due care and attention.

What to do if you have an accident or near miss

Stop your vehicle at the scene or as close as is safe, always ensure your safety first. Complete the accident report form by collecting the following information at the scene:

- Details of other vehicle
- Name and address of other driver
- Name and address of any witnesses
- Name of insurer
- Description of incident

Contact the police:

- If there are injuries
- There is a disagreement over the accident
- If you damage property other than your own
- If you feel unsafe
- To get the incident reference number

Contact Supervisor

- Notify travel of any/all injuries and vehicle damage sustained
- Hand in completed accident report form to EJ's Solutions Ltd as soon as possible.

Recommended Driving Hours

- Daily driving hours must not exceed 10 hours more than twice a week.
- Maximum driving period 2 hours (followed by at least a 15 minute break out of the vehicle)
- Daily rest period 11 hours not driving or working
- Weekly driving limit 56 hours

These are not absolute limits but guidelines which you should not normally or regularly exceed. You should also consider working hours spent not driving and reduce driving hours accordingly.

The golden rule should be "always plan ahead and, if in doubt, discuss with your line manager and health and safety advisor – the organisation does not expect you to drive unsafely or for uncomfortable distances or durations.