



FLEET AND SAFE DRIVING POLICY

December 2020

As a conscientious employer, whose work involves considerable travelling, **HOME REPUBLIC LIMITED** ("the Company") is committed to reducing the risk of work-related road traffic crashes and collisions.

Home Republic Limited follows principles of FORS and CLOCS. All employees involved into driving-related activities must be understand and accept these principles.

We understand that the following legislation applies to us.

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Road Traffic Acts supported by the Highway Code
- UK Domestic Drivers' Hours Rules
- Tachograph Regulations
- The Road Transport (Working Times) Regulations 2005
- The Road Vehicles (Construction and Use) Regulations 1996
- Corporate Manslaughter and Corporate Homicide Act 2007

This Driving Policy applies to all staff members and Directors who drive in connection with Company employment whether it is in their own vehicle, a fleet vehicle or a vehicle hired by the Company.

This Policy will be given to all staff members who drive on Company business.

The purpose of this Policy is to set out how the Company will ensure that all those who drive on Company business are acting in line with the both Health and Safety Law and Road Traffic Legislation.

This Driving Policy will be reviewed / updated as needed annually, and any changes made known to all driving staff.

All staff who drive on Company business whether they use a company vehicle or their own, will be required to produce their Driving Licence every six months, or on request, to prove continued entitlement to drive the class of vehicles they are required to use. All drivers will be deemed to have consented to permit their employer to contact the DVLA to check for any endorsements every six months or if unsafe driving practices are suspected.

Failure to produce the driving licence when requested may result in disciplinary action being taken.

Employees are required to inform their line manager of any Road Traffic Accidents (RTA) involving Company vehicles as soon as it is safe to do so, whether or not any damage is sustained to the Company vehicle. All staff are required to follow the procedures set out in sub-clause 9.6.

All employees must inform their line manager of any driving penalties either received or pending within 5 working days of notification.

1. **Parking Tickets/Fines**

If parking tickets are given to any Company vehicles whether or not they are being used for Company business, the driver/keeper of the vehicle is to ensure that the office is informed as soon as reasonably practicable. Failure to do so may result in the employee being held liable for extra costs over and above the original fine.

2. **Drink and Drugs including medicines**

The Company operates a zero-tolerance drink and drug driving policy.

All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action.

Any driver prosecuted for such offences will be subject to the disciplinary procedure which may result in dismissal.

All employees are encouraged to report concerns about colleagues with regards to drink or drugs as soon as possible. This can be done anonymously if necessary.

Any driver who believes that they may be over the drink drive limit must inform their line manager. They must not drive. They may be given alternative duties if available or be required to take annual leave. Should this become a regular occurrence disciplinary action may take place.

Any driver found to be affected by illegal drug use will face disciplinary procedures as well as prosecution by the Police.

Any driver taking prescription or over the counter medicines must ensure that they are still fit to drive. Many prescription/over the counter medicines can have a serious effect on the ability to concentrate and can contribute to accidents. Such medication may include cold remedies, some cough medicines, pain relief – especially those including opiates, and antidepressants which may cause muscle spasms.

Any driver whose abilities are found to be impaired through drugs, whether legal or illegal, may be prosecuted.

Any driver who may be unfit to drive must inform their line manager immediately. They must not drive.

3. **Drivers' responsibilities**

All drivers are legally responsible for the roadworthiness of their vehicles. If the tyres are bald or the lights do not work etc. it is the driver who will receive penalty points and fines.

Drivers of Company vehicles are required to carry out basic maintenance on their vehicles, such as ensuring oil and coolant levels, tyre pressures etc. are all correct.

Any defects identified must be reported to the head immediately. The managing director Aleksejs Strikovs will ensure the fault is recorded. The employee must complete a vehicle defect form as soon as the defect is found. The completed form must be handed to the managing director A. Strikovs as soon as possible.

Verbal reporting of a defect without completing a defect form is not acceptable.

All reported defects will be dealt with promptly. The Company will not permit un-roadworthy vehicles to be used.

4. **Grey Fleet**

Any employees driving their own vehicle on behalf of the Company will be required to present their insurance certificate and MOT certificate (if applicable) on an annual basis. The employee must ensure that their vehicle is insured for business use.

Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times. The management accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.

5. **Mobile Phones**

The mobile phone is now seen as an essential means of work communication. However, it is illegal to use a handheld mobile phone while in control of a vehicle, whether it is mobile or stationary i.e. in traffic. If caught, you can get an automatic fixed penalty notice which will get 3 penalty points on your licence and a fine of £100.

Your case could also go to court and you could be disqualified from driving and get a maximum fine of £1,000.

All drivers/vehicles will be provided with hands-free kits; however, a mobile phone should only be used when it is absolutely necessary. You are permitted to use hands-free phones, sat navs and 2-way radios when you're driving, but if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised. If you are involved in an accident and there is a possibility that you were not concentrating due to phone use, for example, you may also be charged with 'driving without due care and attention', or worse.

Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so.

Drivers must not dial out or send or read texts while in motion. (This includes hands free kits.) They should find a safe place to stop before making any calls.

Where there is a passenger or 'drivers' mate' in the vehicle they should be responsible for all communication however, all driver distractions must be kept to an absolute minimum.

Drivers must report faulty hands-free sets immediately.

These will then be repaired or replaced as soon as possible. Drivers will not be permitted or encouraged to use a hand-held mobile phone while they have no hands-free kit.

Any driver failing to adhere to the mobile phone policy will be subject to disciplinary proceedings.

6. **Satellite Navigation Systems**

Satellite Navigation Systems can be a useful tool for drivers; however, they can also be a dangerous distraction.

All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes.

They should be positioned so as not impair vision. They should not be positioned where they are likely to cause injuries in the event of a collision.

All vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.

7. Journey Planning

The management will ensure that appointments are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods. Any employee who feels that their timetables/schedules are unrealistic, and they need to take risks or break speed limits to complete them must voice their concerns with their line manager as soon as possible.

The management will monitor weather conditions and will reschedule deliveries and/ or appointments etc. if conditions become too dangerous for the drivers.

Drivers must ensure that their personal lives do not cause them to come to work tired. Driver fatigue is a well-known cause of accidents.

8. Vehicle maintenance

All drivers are required to carry out basic maintenance on the vehicle for which they are responsible. They should check oil, water, tyre pressures and windscreen washer fluid weekly.

In winter months, drivers are reminded that they must have a clear windscreen before setting off. Peering through a small section while the screen de-mists is not acceptable. Ensure that all your windows are clear/free of ice/snow etc. before moving off.

The management will ensure that all vehicles used on behalf of the Company are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules (and if applicable, in accordance with Operator licence requirements).

9. Emergency procedures

9.1 Breakdown

- 9.1.1 If possible, avoid stopping in dangerous places such as roundabouts and corners;
- 9.1.2 Switch on your hazard lights;
- 9.1.3 If it is safe to do so, drop your speed, continue driving and try to pull off the road completely, or onto a straight section of road;
- 9.1.4 If you have to stop on a road, display your emergency triangle at least 45 metres behind your vehicle (don't do this on a motorway);
- 9.1.5 Do not attempt to fix your vehicle yourself by the roadside. Call your employer's designated breakdown service;
- 9.1.6 Switch off your engine and wait in a safe place, away from traffic.

9.2 Calling for help

If possible, use the nearest emergency phone. On motorways, blue and white marker posts show the direction of the nearest phone. The phones connect directly to the police control centre and are numbered so that you can be easily located.

If using your mobile phone, refer to the new blue rectangular Driver Location Signs, which detail the road number (e.g. M1), direction of travel and precise location.

9.3 Motorway breakdown procedures

If your vehicle develops a problem on the motorway:

- 9.3.1 Leave at the next exit if possible and stop at the next service area;
- 9.3.2 If you must stop immediately, pull onto the hard shoulder and stop with wheels turned to the left, away from traffic;
- 9.3.3 Park as close to the left as possible and try to stop near an emergency phone;
- 9.3.4 Put on your hazard lights and turn on side lights in poor visibility;
- 9.3.5 DO NOT use your warning triangle on the hard shoulder;
- 9.3.6 NEVER attempt repairs yourself.

9.4 Waiting for help

If you must stop on the hard shoulder:

- 9.4.1 Get out of the vehicle;
- 9.4.2 Make sure you and all passengers exit the vehicle on the left-hand side;
- 9.4.3 Walk off the road – up the embankment if there is one, or climb over the crash barrier into a field if possible;
- 9.4.4 NEVER try to cross lanes to the other side of a motorway.

9.5 Be prepared

- 9.5.1 Carry a charged mobile phone (switched off and out of reach while driving);
- 9.5.2 Carry an emergency kit, including warm and high visibility clothing, a torch, water and a reflective triangle.
- 9.5.3 Call the office and the Company breakdown service and await instructions.

9.6 Accident

If a vehicle being used on Company business is involved in an accident (RTA) the following steps are to be taken

- 9.6.1 Stop your vehicle in a safe location
- 9.6.2 DO NOT admit liability;
- 9.6.3 Call the emergency services if anyone is injured or if property is damaged;
- 9.6.4 If the police attend the scene, note the reporting officer's name, identity number and station;
- 9.6.5 Note information about the accident, exchange details with third parties and take the names and contact details of witnesses;
- 9.6.6 Third parties are obliged to give you their name, the vehicle registration number and insurance details under section 170 of the Road Traffic Act 1988;

- 9.6.7 If a camera is available, photograph the scene from different angles;
- 9.6.8 Take pictures of the vehicles involved and of the damage to your own and third party vehicles/property;
- 9.6.9 Contact your line manager as soon as you are able.

9.7 Employees must prioritise:

- 9.7.1 Their own safety;
- 9.7.2 The safety of anyone else involved;
- 9.7.3 The safety of other road users.

Director



Aleksejs Strikovs

Review Date: January 2021