

Vehicle and Driver Policy

Policy Statement

Driving is the greatest risk faced by our employees in the UK and this policy covers the use of all vehicles both on and off the road.

We are committed to the prevention of loss of life and property from driving incidents, both on and off duty, through:

- Strict adherence to the vehicle and driver's policy
- All employees are considered as ambassadors for the company and their behaviour whilst driving is a reflection on the company's image. As such, drivers are expected to be courteous and abide by the Highway Code and other traffic laws and regulations.

Driver Training and Qualifications

Only approved personnel and contractors are allowed to drive vehicles on behalf of Baskerville Reclamation Ltd.

All approved drivers must undergo a licence audit and review this policy annually. The licence must be seen, audit form and declaration signed by the driver and manager responsible for the driver. In cases where a licence is not in line with other requirements, permission may not be granted for the employee to continue to drive on behalf of Baskerville Reclamation Ltd. A copy of a complete driving licence will be kept in the personnel files.

Drivers may only drive vehicles for which they hold the appropriate licences.

Excluded drivers

The following people are specifically excluded from driving our Company vehicle (whether employees or not):

- Anyone not in possession of a full, valid UK driving licence for the category of the vehicle being driven.
- Learner drivers
- Anyone who is known to be a dangerous or reckless driver
- Anyone who has been refused motor insurance which has or might result in disqualification
- Anyone who has been refused motor insurance (or Renewal) or has a policy cancelled
- Anyone who suffers from a condition that would disqualify them from holding or obtaining a relevant current driving licence
- Anyone who has been convicted of or who has pending any prosecution for motoring offence in the following categories:
 1. Dangerous driving, causing death by dangerous driving or manslaughter
 2. Driving under the influence of drink or drugs
 3. Failing to stop after an accident
 4. Any other offences or combination of offences which has or might result in disqualification

It is the vehicle users' responsibility to ensure that any person driving their vehicle is not excluded by virtue of any of the above exclusions. If in doubt, the manager should be contacted.

Seatbelts

Use of seatbelts by Baskerville Reclamation Ltd drivers and all vehicle occupants is a condition of employment. It is the responsibility of the driver but also duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

Alcohol, Drugs Abuse and Smoking

Driving a Company Vehicle while under the influence of alcohol or any drugs/narcotics is strictly prohibited and subject to disciplinary action, including termination of employment.

Smoking is not permitted in the vehicles

Mobile Telephones

The use by the driver of a handheld communication device in a moving vehicle is illegal and will, under the terms of the road safety bill attract an increased fine and penalty points. Baskerville Reclamation Ltd employees shall not initiate calls from mobile phones while driving, irrespective of the type of phone.

If a phone call is received on a mobile phone while driving, and it is not a “hands free” installation, the employee should not answer the call but should either allow the call to go to voice mail or, preferably, ensure the phone is switched off prior to the journey commencing. The employee shall pull over at a safe, convenient and legal rest stop to collect voice mail messages and /or respond to them as required. Studies have shown that even when taking calls through a “Hands free” device, is still a distraction and consequently, it is strongly recommended that the conversation be continued from a safe rest stop.

Driving Standards

No one may give an instruction to break or ignore any traffic regulation. Drivers must not take any instruction as a directive to break any traffic regulation.

Legal Responsibility

Drivers are legally responsible for their actions on the road, and for their compliance with all Traffic regulations. Drivers are responsible for reporting all defects on their vehicle, which cause the vehicle to contravene regulations. If there is any doubt about vehicle road worthiness, it should not be driven on public roads or sites until the problem has been resolved.

Incident Reporting

All incidents, whether occurring within or outside working hours (and whether involving the employee or another driver of the employees vehicle) and including potentially serious ‘near misses, must be reported to managers / directors. It is the employee’s responsibility to ensure that these parties are informed.

In the event of an accident, drivers must obtain the following information:

- Time
- Witness
- Position of vehicle(s)
- Road and lighting conditions
- Third party vehicle registration and description
- Third party driver’s name and address
- Third party’s insurers and policy number
- Name and number of any attending police officer
- Other relevant information

Failure to report damage or loss of promptly may invalidate our insurance policy, in which case drivers may be held liable.

Care of vehicles

At all times it remains the responsibility of the usual driver of the company vehicle to ensure that the vehicle is correctly maintained and in a roadworthy condition. The vehicle should be kept clean, both inside and out. Any damage to the vehicle, however caused must be notified to the manager. When vehicles are due for replacement, they must be presented in a clean manner.

Driver hours and rest

Notwithstanding any specific legislation to the drivers' hours (for example tachograph regulations) Baskerville Reclamation Ltd understands that tiredness, fatigue and stress (be it derived from work, domestic or social circumstances) can adversely affect safe driving ability. Baskerville Reclamation Ltd recommends that drivers give due regard to this and do not drive if they believe that in any way, they are unfit to do so. The company also recommends that drivers do not exceed 300 miles per day.

Ergonomics and driver comfort

Correct adjustment of seat, head restraint and positioning of major controls is essential to minimize the risk of personal injury in the event of an accident and to ensure good posture for the prevention of back problems and fatigue.

Important considerations:

- Seat Height adjustment
- Seat tilt
- Seat rake
- Distance from major roads
- Lumber support
- Head restraint adjustment
- Seatbelt adjustment
- Steering wheel adjustment

Information

Any driver, who is unsure of this policy, or his/ her responsibilities, should contact their manager.

Signed:



Managing Director

Date: 16.11.2019