



Vehicle and Driving Policy

1.0 Objective

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

There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others are not put at risk by work related driving activities. The Management of Health and Safety at Work Regulations 1999 also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented. When considering driving safety there are a number of road traffic laws to also consider, these include:

- Road Traffic Act 1991
- Road Vehicles (Construction and Use) Regulations 1986

Blackwood Plant Hire are committed to the prevention of loss to life and property from driving incidents.

2.0 Driver training and qualifications

Only approved personnel, authorised partners/family members are allowed to drive Blackwood Plant Hire vehicles. The Managing Director or delegate is responsible for compiling the list of company drivers. An employee not on the list of authorised drivers cannot drive on behalf of Blackwood Plant Hire.

All approved drivers must undergo a licence audit and review this policy annually. The licence must be seen, with the audit form and declaration signed by the driver and the Fleet Manager. In cases where the licence is not in line with our requirements, permission may not be granted for the employee to continue to drive on behalf of Blackwood Plant Hire unless authorised by the Managing Director. A photocopy of the complete driving licence will be attached to the audit form.

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

Drivers have NO authority to allow anyone to drive their vehicle unless they are on the authorised drivers list.

The approved drivers list will be updated annually and is given alongside information on safe vehicle and trailer towing weights. A copy of this is posted in all relevant vehicles along with the risk assessment checklist in appendix three.

Drivers must note that only Blackwood Plant Hire employees or approved personnel are insured to drive in Blackwood Plant Hire commercial vehicles (i.e. vans).



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3.0 Excluded drivers

The following people are specifically excluded from driving our company vehicles, (whether employees or not):

- Anyone not in possession of a full, valid UK licence for the category of vehicle being driven (or not in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Learner drivers (other than with the written permission of the Managing Director.
- Anyone under the age of 21, subject to clause 7.
- Anyone who has been convicted of dangerous or reckless driving.
- Anyone convicted of dangerous driving, causing death by dangerous driving or manslaughter
- Driving under the influence of drink or drugs
- Failing to stop after an accident
- Any other offence or combination of offences which has or might result in disqualification
- Anyone who has been refused motor insurance (or renewal) or had a policy cancelled
- Anyone who suffers from a medical or health condition that would disqualify them from holding or obtaining a relevant current driving licence.

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

4.0 Seatbelts

Use of seat belts by Blackwood Plant Hire drivers and all vehicle occupants is a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts.

5.0 Driver Health, Alcohol, drug abuse and smoking

The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in the Highway Code. Blackwood Plant Hire undertakes to provide eye and eyesight tests free of charge on request to commercial drivers, lease car holders and essential car users. These eyesight tests are to be carried out by a competent person, at suitable intervals thereafter.

No member of staff should drive at work under any circumstances which they know may affect their ability to drive safely. It is the duty of any member of staff who is required to drive on Blackwood Plant Hire business to inform their Line Manager if they are suffering from any illness or health condition which impairs their ability to drive or if they are required to take medicine that might affect their



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judgement. No member of staff should drive when they are under the influence of alcohol or drugs.

Driving a Blackwood Plant Hire vehicle while under the influence of alcohol or any drugs or narcotics is strictly prohibited and subject to disciplinary action including termination of employment.

Smoking is illegal in any work vehicle which is used by more than one person, including all vans. Smoking in any vehicle is not allowed as additional costs are charged when vehicles are returned. Repairs due to damage caused by smoking may be charged to the allocated user.

6.0 Mobile telephones

Blackwood Plant Hire employees are not to use mobile phones while driving, irrespective of the type of phone. Instead the message facility should be activated and calls dealt with from a safe rest stop. Even with "hands-free" installation, studies show that calls can be a distraction and, consequently, it is Blackwood Plant Hire policy that the conversation be continued from a safe rest stop.

UNDER NO CIRCUMSTANCES SHOULD HAND HELD MOBILES BE USED FOR EITHER INITIATING OR RECEIVING CALLS OR MESSAGES WHILST THE VEHICLE IS IN TRANSIT.

7.0 Cars

Drivers must be 21 years of age or over and have a full and current driving licence. Drivers under the age of 21 may drive company vehicles provided:

- They are accompanied by the usual driver of the vehicle, or
- They have received express written permission from the Managing Director.

8.0 Vans / commercial vehicles

For vehicles over 2 Tonnes, the driver must be 25 years of age or over and have a minimum of two year's experience on a full licence, subject to the criteria stipulated above at 7.0.

8.1 Commercial Vehicle Insurance

Vans are insured for **business purposes only** and as such are **NOT** insured to carry non-authorized persons.

8.2 Commercial vehicle Speed Limits

It should be noted that panel vans. Vehicles over 2 Tonnes and up to 3.5 Tonnes, etc. are classed as light commercial vehicles and as such are subject to lesser speed limits such as 50mph on 'A' class roads- if in doubt consult a copy of the Highway Code.



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SEE THE ATTACHED HIGHWAY CODE "SPEED LIMIT" NOTICE FOR ROAD CLASSIFICATIONS IN APPENDIX ONE.

All company vehicles will be monitored by the Vehicle Management System (refer to 15 below).

9.0 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. A survey of all incidents is done, and drivers who have been involved in careless or repeated incidents will be required to take part in an assessment and re-training programme, or will be removed from the drivers list.

10.0 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 a vehicle's roadworthiness, it should not be driven on public roads or sites until the problem has been resolved. In cases of breach of regulations they, in addition to the driver, are charged with the offence. In cases where repeated offences occur, the license holder will be banned from driving company vehicles.

11.0 Incident reporting

All incidents, whether occurring within or outside working hours (and whether involving the employee or another driver of the employee's vehicle) and including potentially serious 'near misses', must be reported to line managers, as with any other incident. It is the employee's responsibility to ensure that these parties are informed.

In the event of an incident, 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 promptly may invalidate our insurance policy, in which case drivers may be held personally liable for any uninsured losses (i.e. repairs \ insurance excess).



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Any damages caused will lead to consideration of the driver being personally liable for uninsured losses \ insurance excess.

12.0 Care of vehicles

At all times it remains the responsibility of the usual driver of a 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 Fleet Manager. When vehicles are due for replacement, they must be presented in a clean manner. Any remedial work required on the vehicle (from valeting through to the repair of unreported damages) will be charged to the previous keeper.

IMPORTANT:

All company vehicles, commercial or otherwise, must never be left unattended with the keys left in the ignition. When leaving the vehicle, ensure that the keys are removed from the ignition and that the vehicle is securely locked each and every time.

Should any vehicle be damaged or stolen due to the fact that the vehicle has been left unattended, unlocked and/or with the keys in the ignition, due to the negligence of the driver, then the company reserves the right to claim any losses incurred by the company from the driver concerned.

Remember you are totally responsible for the vehicle you are driving for the company, in the same way as if it was your own personal vehicle.

13.0 Drivers hours and rest

Notwithstanding any specific legislation or standards referring to drivers' hours (for example tachograph regulations or Network Rail Requirements) the company understands that tiredness, fatigue and stress (be it derived from work, domestic or social circumstances) can adversely affect safe driving ability. The company 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 250 miles in one day as an absolute limit, or 150 miles per day on a regular basis, especially if this driving is combined with a working day. Where mileages substantially in excess of this are anticipated, drivers should consider the option of staying away.

Maximum driving times

In line with the recommendations from the Institute of Advanced Motoring (IAM) a limit of 2.5 hours continuous driving should be set by all drivers with a minimum of 15 minutes break to be taken at this limit – planning your journey before hand will facilitate these rest breaks.

Railway Infrastructure works:



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Drivers, when working on any Network Rail project, must adhere to shift patterns requirements where time driving may be calculated as working hours. Managers and Drivers must ensure that Network Rail rules for; driving to and from work, fatigue management, shift patterns, rest periods are complied with at all times when working on any railways project.

14.0 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 are these:

- Seat tilt
- Seat rake
- Distance from major controls
- Lumbar support
- Head restraint adjustment
- Seatbelt adjustment

15.0 VEHICLE MANAGEMENT SYSTEMS

All Blackwood Plant Hire vehicles are managed by a fleet management system which allows vehicle movement tracking. Speeding is also monitored, and persons continually violating the commercial vehicle speed limits may be excluded from the list of approved drivers.

16.0 DRIVER RISK ASSESSMENT

Blackwood Plant Hire will use a driver risk assessment package to conduct an individual driver risk assessment on authorised drivers. This will be a standard off the shelf interactive package which will be completed on a regular basis for both commercial vehicles and company car drivers.

17.0 FUEL

All drivers of Company vehicles (cars and commercial vehicles) will use the provided fuel card for the vehicle when purchasing fuel and/or lubricants. All drivers are reminded that company vehicles provided are strictly for business purposes only. Vehicles are not to be used for private purposes.

It is a requirement that the current mileage is recorded each and every time the vehicle is refueled, whether the vehicle is owned by Blackwood Plant Hire or on hire to Blackwood Plant Hire.

18.0 ENVIRONMENTAL IMPACT










Blackwood Plant Hire is committed to improving the environmental impact of its operations and has targeted reduced fuel usage. Although overall usage is

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dependent on journeys undertaken, and thus is related to the geographical location of operations, and that speeding does have a dramatic effect on the vehicles fuel consumption. It has been decided that average fuel consumption (in litres) for each vehicle will be monitored with a view to effecting improvement.

Appendix 1 HIGHWAY CODE SPEED LIMITS

Speed Limits

Type of vehicle	Built-up Areas*	Elsewhere		Motorways
		Single carriage-ways 	Dual carriage-ways 	
	MPH	MPH	MPH	MPH
 Cars and motorcycles (including car derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
 Cars towing caravans or trailers (including car derived vans and motorcycles)	30	50	60	60
 Buses and coaches (not exceeding 12 metres in overall length)	30	50	60	70
 Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30	50	60	70**
 Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30	40	50	60

These are the national speed limits and apply to all roads unless signs show otherwise



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The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions can be dangerous. You should always reduce your speed when

- the road layout or condition presents hazards, such as bends
- sharing the road with pedestrians and cyclists, particularly children, and motorcyclists
- weather conditions make it safer to do so
- driving at night as it is harder to see other road users.

Appendix 2

DRIVER RISK ASSESSMENT CHECKLIST

The following points should be considered before the commencement of any journey:

JOURNEY PLANNING

Has a safe journey plan been formulated covering:

- Start time?
- Finish time?
- Intermediate stops?
- Adequate rest breaks?
- Safest route?

And, does it take account of:

- Environmental conditions?
- Sufficient time for breaks?
- Restrictions on maximum distances and driving hours?
- Times of day associated with fatigue?
- Incident 'black spots'?
- Traffic conditions?
- Pedestrian densities?
- Business over-runs and hold-ups?
- Other influencing factors?

THE VEHICLE

Is the vehicle fit for the journey purpose, including:

- Distance to be travelled?
- Load carrying?
- Passengers?
- Off-road driving?

Has the vehicle been serviced?

Have pre-journey safety checks been carried out on:



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- Tyres?
- Lights?
- Windscreen/windows?
- Washers/wipers?
- Mirrors?
- Oil/coolant/ battery levels?
- Signs of damage?

Is the vehicle one with which the driver is familiar? Particularly with regard to:

- Seating position?
- Mirror settings?
- Position and operation of major and minor controls?

Is the vehicle properly insured?

Is it equipped with:

- ABS or other desirable additional safety features?
- On-board emergency equipment, such as First Aid kit or fire extinguisher?

The driver

Does the driver possess the appropriate, valid licence for the vehicle being driven?

- Is the driver fit to drive?
- Is the driver in the right frame of mind?
- Has the driver received any necessary driver training?
- Does the driver know what to do in the case of an emergency?

This Policy will be subject to annual review, or when circumstances require it, by or on behalf of the Managing Director.

Signed:

A handwritten signature in cursive script, appearing to read 'P. McCormack'.

P McCormack
Managing Director

Dated: 01 March 2022