

Safe Driving Policy

Objectives of the policy

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.
4. While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

Licences

The following actions when driving vehicles on company business will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being 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 a collision
- Acquiring penalty points leading to suspension of licence
- Any actions that warrant the suspension of a licence

Responsibilities as an employee when driving on company business must:

- Make sure they hold a current driver licence for the category of vehicle they are driving and this licence is carried when driving
- Provide licence details to the company when requested for validity checks to be carried out
- Immediately notify their line manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when driving for the purposes of work
- Display the highest level of professional conduct when driving for the purposes of work
- Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- Comply with traffic legislation and the Highway Code at all times
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving to the conditions
- Wear a seat belt and make sure all occupants wear their seat belt at all times
- Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- Avoid distraction when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so

Energys Group Limited

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Registered in England 05691393

Registered address: New Kings Court, Tollgate, Chandler's Ford, Eastleigh, Hampshire SO53 3LG

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- When driving a company vehicle, report defects before the next vehicle use
- Never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation

In addition, it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours
- Stop when tired
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- Stay overnight if driving time and non-driving duties exceed 10 hours in one day

Use of mobile phones while driving

There are two things to remember here:

- You cannot hold your phone or other communication device when behind the wheel, even momentarily. The only exception to this is to phone 999 to request emergency services AND it is not safe to stop your vehicle to make the call.
- To use your phone for communication you must have hands-free access.

Any hands-free devices should be fully set up before you drive, so you can take calls without handling the device. It should be noted that even this may cause distraction from safe driving practices and slow down reactions to situations and affect judgement. Any device must not block the view of the road.

The police still have the power to stop you if they believe you have been distracted by using a mobile phone while driving, even if it's fully hands-free.

Drivers using their own car for work

If an employee is driving their own vehicle for work, the same policies apply. In addition:

- The employee must seek the employer's agreement before using their vehicle for work
- The car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request and on an annual basis
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts
- The vehicle must not be used in conditions for which it was not designed (such as off-road)

Responsibilities as an employer

The employer will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

The employer will do this by, vehicle selection/procurement and giving priority to safety features when selecting new vehicles, including:

- Only buying and hiring vehicles that rate four or more stars on the EuroNCAP (European New Car Assessment Program) tests
- Choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side/head protecting airbags

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- Only buying and hiring vehicles that are light coloured
- Fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle

Company vehicle maintenance

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- Servicing the vehicles according to manufacturers' recommendations
- Setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness on a monthly basis, then record the inspections on a pre-use check sheet
- Keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
- Following the maintenance schedules in the vehicles' manuals
- Setting up a procedure to identify and rectify all defects no how matter how small, as soon as practicable

Safe driver behaviour

Energys will encourage safe driving behaviour by:

- Not paying employees' speeding or other infringement fines - including toll road and ULEZ (non payment charges)
- Discouraging the use of mobile phones in vehicles while driving (including hands-free)
- Encouraging regular breaks while driving
- Providing taxis and designated drivers to and from work social events
- Providing food and non-alcoholic drinks at work functions
- Encouraging the use of public transport, taxis and buses whenever possible
- Making sure the company is informed if existing employees become unlicensed via regular licence checks

Fuel Efficiency Encouraging better fuel efficiency by

- Setting up and promoting car sharing for work related journeys
- Setting up and promoting a workplace travel plan
- Providing training on, and circulating information about, travel planning and efficient driving habits
- Encouraging the use of other transport or remote conferencing whenever practical

What to do in the event of a road traffic collision in a company vehicle

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
- Apply the handbrake and switch off the engine.
- Switch on the vehicle's hazard warning lights.
- Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
- Ensure any passengers put their hi-vis vest on before getting out.
- If the vehicle is on fire – get out immediately if it is safe to do so.

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- Help any injured people and call for assistance if needed.
- Try to get the following information:
 - details of the other vehicle(s) and registration number(s)
 - name(s) and address(es) of the other vehicle owner(s) and driver(s)
 - name(s) and address(es) of any witness(es)
 - name(s) of insurer(s)

Give your name and address and company details. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the Police

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own such as signage or infrastructure
- If damage to the vehicle looks to be substantial.

Only move the vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others keep it at its current location
- You know that the Police have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users
- It is safe to do so and you have already provided your name and address as well as the name and address of the vehicle's owner, registration and insurance details.

Important

If the vehicle cannot be driven, arrangements must be made for its removal. All valuables should be secured

Follow-up with line manager - If there is an injury or major damage, report the crash to your manager as soon as you can.

Breakdowns

In the event of a breakdown in a company vehicle do not try to repair the vehicle. Contact the breakdown assistance provider (details should be kept in the vehicle's glove-box)

- Ensure nothing is done to endanger yourself or others
- Make sure you and other passengers wear hi-vis vests
- Move passengers to the safest location – on motorways or other busy roads passengers should be taken onto the embankment as far away from the traffic as possible
- Coast the vehicle off the carriageway if possible (onto the hard shoulder on a motorway) and switch off the engine
- Switch on the vehicle's hazard warning lights

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- Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a Motorway use the emergency SOS telephone to call for help – this will accurately inform the Police/Highways Agency of your location



Signed: _____

Date: 1st November 2023

Kevin Cox
Managing Director
On behalf of Energys Group

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