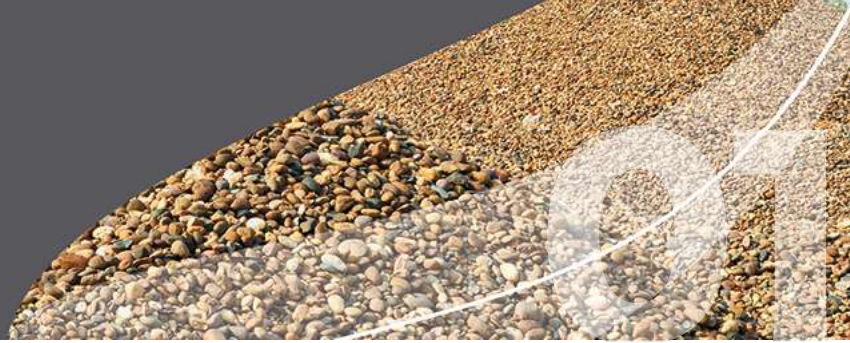


# Driving Policy

Anglian Land Drainage 2019



## Management policy

1. Sam Jaggard has been assigned specific responsibility for managing driving at work. He can be contacted on 01371 878119
2. The management will routinely undertake, record and act on the findings of risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.
3. The management will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed and action taken to reduce recurrence if necessary.

## Driver safety

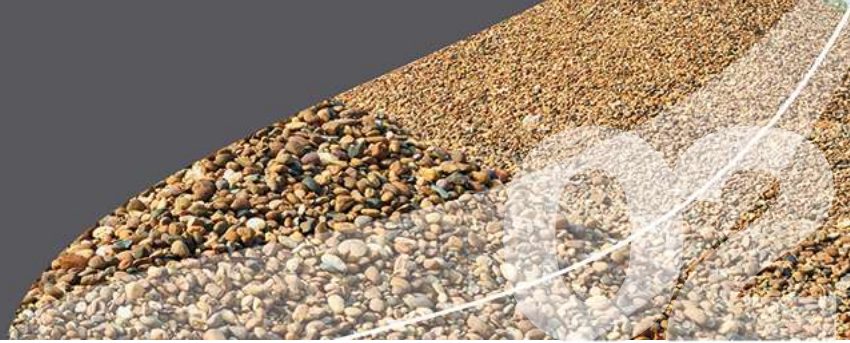
4. Anglian Land Drainage Ltd has provided a driver's handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the company's policies and procedures, e.g. what to do in the event of an incident.
5. All employees must follow all procedures detailed in the driver handbook & adhere to The Highway Code.
6. All new employees driving on behalf of the company will have their driving documents checked to ensure they are properly licensed for the class of vehicle that they will be driving. They will also complete a driving assessment to ensure that they are competent.
7. All employees will be required to present their driving documents every six months for inspection.
8. All employees must inform their line manager of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.
9. All employees must report all at work crashes and collisions promptly having followed the procedure detailed in the driver handbook.
10. All employees are required to report any road safety concerns that they have within a reasonable period of time.
11. Any employee that is offered further training as a result of a high number incidents or concerns from other employees is required to accept this offer.
12. Seat belts must be worn at all times when fitted. When children are carried the law concerning child restraints will be referred to and abided by at all times.

## Vehicle safety

13. The management will ensure that when choosing vehicles to be used on behalf of the company that they are entirely suitable for their intended purpose and that utmost importance is placed on safety features.

# Driving Policy

Continued



14. 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).
15. Employees are required to complete the daily record checks for each vehicle that they drive. Record sheets must be dated and signed and kept in the Main Office
16. Employees must complete a vehicle defect form as soon as the defect is found. The completed form must be handed into the Main Office immediately. Verbal reporting of a defect without completing a defect form is not acceptable.
17. All reported defects will be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public will be taken off the road immediately until a repair has been carried out.
18. Any employees driving their own vehicle on behalf of the company will be required to present their vehicle registration document (V5), insurance certificate and MOT certificate (if applicable) on an annual basis. Employees should ensure that their vehicle is insured for business use.
19. 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.

## **Journey planning**

20. The management encourages use of alternative modes of communication or transport where this is practical. Road journeys will only be carried out when they are really necessary. The management also encourages vehicle sharing when practical.
21. The management will ensure that necessary journeys 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/ break speed limits to complete them must voice their concerns with their line manager as soon as possible.
22. The management will monitor weather conditions and will reschedule deliveries and/or appointments etc., if conditions become too dangerous for the drivers.

## **Engine Idling**

23. In order to minimise vehicle emissions that negatively impact on the environment and health, Anglian Land Drainage Ltd is committed to reducing vehicle idling times at depots, in traffic queues and at any other times unnecessary idling takes place. The company actively encourages drivers to reduce levels of idling

# Driving Policy

Continued

24. You are responsible for ensuring your vehicle does not idle unnecessarily
25. You/your vehicle will be actively monitored and idling time reported by driver/vehicle
26. Any fines incurred for unnecessary idling will be paid by you
27. Don't leave an unattended vehicle's engine running
28. Don't leave the engine running in the depot
29. Don't leave the engine running when you are parked up, or when you're on a break
30. Don't leave the engine running during loading and unloading
31. Cab heaters are provided for cold starts and defrosting – use them!
32. If you anticipate being stationary for more than one minute then switch off your engine as soon as you are stopped

## Appendix 1

### Mobile Phone Policy

The mobile phone is now seen as an essential means of communication however, it is illegal to use a handheld mobile phone while driving. All drivers will be provided with a hands free kit; however, a mobile phone should only be used when it is absolutely necessary. Drivers may still be prosecuted for using a 'Hands Free' mobile phone while driving.

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 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.

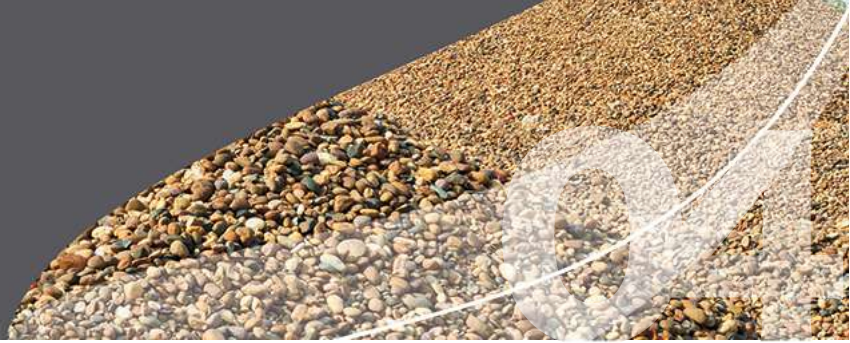
Drivers must report faulty 'Hands Free' sets immediately. These will then be repaired or replaced as soon as possible.

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.

# Driving Policy

Continued



## Satellite Navigation

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

All in-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.

Using a mobile phone, Sat Nav or any other portable or fixed technology whilst driving means that your attention is distracted from the road.

## Appendix 2

### Drink and Drugs Policy including medicines

Anglian Land Drainage Lets 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 a serious disciplinary which may result in dismissal.

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

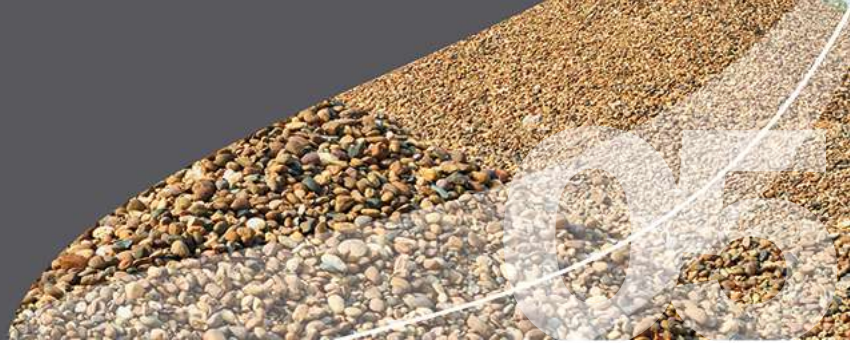
Any driver who believes that they may be over the drink drive limit must inform their line manager. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may take place.

Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

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

# Driving Policy

Continued



## Appendix 3

### Driver Fatigue

Fatigue RoSPA has found that fatigue related accidents kill over 300 people a year in the UK and cause 20 per cent of accidents, particularly on monotonous roads

ALD Ltd are committed to the safety of its drivers and all other road users and will ensure all drivers comply with this ALD Driver Fatigue and Readiness for Duty Policy.

ALD will ensure that all driver rosters and schedules are in accordance with the limits prescribed in legislation.

All trip schedules and driver rosters are planned and assigned by the Transport Operations Manager with driving / rest limits and taking into account the time of day, road conditions, forward planning and time to complete the task safely.

At no time will the delivery of the load be placed before a driver's safety or health.

Rosters and workloads are arranged to maximize the opportunity for a driver to recover from the effects or onset of fatigue.

Scheduling and rostering practices take into consideration an assessment of the driver's recent work history, driving ability, welfare and work preferences (where appropriate) as well as the time of day for the transport task to be completed safely.

### Readiness for Duty

ALD will ensure that drivers are in a fit state for work and can perform their work duties safely.

ALD and its Management team have a legal, moral and social responsibility to ensure that employees do not undertake driving work whilst fatigued.

ALD will ensure that time off is provided for drivers to recover from or prepare for the fatigue effects of work.

Drivers are to ensure that they consider the impact of activities such as social and recreational activities and personal life on their well being and capacity to work safely.

Drivers are to use their time off responsibly to prepare for, or to recover from, the fatigue effects of work.

# Driving Policy

Continued

## Appendix 4

### Accident procedure

In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image.
- Not accept liability.

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

**Employees must follow the steps below:**

