

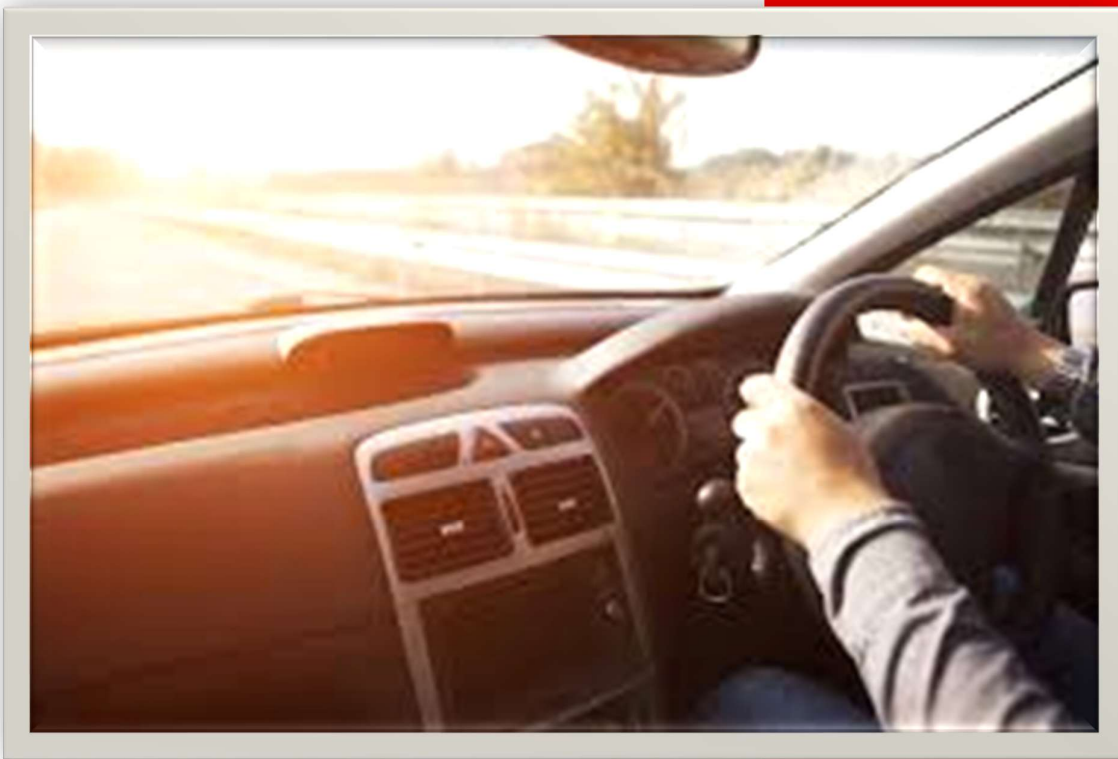
Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS006

DRIVER HANDBOOK



DRIVER HANDBOOK

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Driver Policy
- Adverse Weather Conditions Policy
- Driving Health Declaration
- Vehicle - Daily First Use Check Sheet
- Defects and Failures Policy

Document Owner:	Matt O'Mara
Document Lead:	Kat Moss
Document Type:	Policy
For Use By:	Catena

Version Control	Document Location
	If using a printed version of this document ensure it is the latest published version. The latest version can be found on the company Intranet site.

Version	Date Approved	Publication Date	Approved by	Summary of Changes
1	07/03/22	07/03/22	MOM	Minor grammar and layout changes
2	14/08/25	14/08/25	KM	Minor updates and clarifications

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook	Page 1 of 17
Document Ref: CHS006	Issue No: 2 Date: 08/25

[Back to Contents](#)



CONTENTS

Introduction	4
Objectives	4
Organisation	4
Vehicle Maintenance, Servicing and Repairs	5
Responsibilities	9
Servicing	9
Modifications/Alterations and Additions To Company Vehicles	9
Private Use of Company Vehicles	10
Accidents and Breakdowns	10
Driving Safely	17

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook	Page 2 of 17	
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) is committed to attaining the highest standards of quality in our working environments.

This handbook is designed to give the company vehicle driver a comprehensive list of responsibilities and information concerning company rules, legislation, insurance and health and safety issues. These must be followed at all times.

All employees who are required to drive a company vehicle must have received, read, and signed for a copy of this document, before driving.

All Managers responsible for Company Vehicles must have received, read, and signed for a copy of this document.

Drivers unable to comply with any part of the instructions below at any time, must report this to their Manager immediately for instructions as to how to proceed.

OBJECTIVES

This handbook has been developed to provide a reference document for all CATENA drivers. It is essential for the health and safety of all company drivers, other road users and members of the public that the requirements of the handbook are complied with in full.

ORGANISATION

Company Director responsible for Health & Safety including Transport – **Matt O'Mara**

Where issues are urgent, please speak to a member of the office team.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 3 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

VEHICLE MAINTENANCE, SERVICING AND REPAIRS

ROUTINE MAINTENANCE – (Where appropriate depending on vehicle make and model)

Driver's responsibility – inside the van:

Brakes

Check that the:

- foot or service brake works correctly and does not have any excessive travel.
- hand or parking brake works correctly and does not have any excessive travel.

Horn and steering

Check that the:

- horn control is easily accessible from driver's seat
- horn works when its control is operated
- steering has no excessive play

Lights

Check that:

- all lights and indicators work correctly
- all lenses are present, clean and are the right colour
- stop lamps come on when the service brake is applied and go out when released
- marker lights are present and work
- all dashboard warning lamps work correctly, including:
 - automatic braking system (ABS)
 - airbags - supplemental restraint system (SRS)
 - positioning system (EPS)
 - beam headlamp warning lamp
 - brake warning lamp

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 4 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

Mirrors and glass

Check that:

- all mirrors that should be there are properly aligned and secure
- your view of the road in all directions isn't obscured by damaged or discoloured glass, or obstructions, e.g. stickers

Seats and seat belts

Check that:

- seats are secure
- seat belts operate correctly and are free from cuts and damage

Washers and wipers

Check that:

- wipers move continually when switched on
- wiper blades are not so deteriorated that they do not clear the windscreen effectively when used with washers.
- washers point at the windscreen and are operational
- washer fluid is topped up

Driver's Responsibility – Outside the Van:

Battery

Check that the:

- battery is held securely in place by the correct means and not cables
- battery is not leaking

Fluids, fuel and oil

Check that:

- the brake fluid, engine coolant, engine oil, power steering fluid, wind screen washer fluid and water levels are correct
- the fuel filler cap is securely fitted

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 5 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

- there is no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected, trace the cause

With the engine on, check underneath the van for any fuel and oil leaks - look for puddles on the ground.

Bodywork and doors

Check that:

- all doors shut properly and are secure when closed
- there is not any damage or sharp edges
- no body panels are loose or in danger of falling off

Exhaust

Check that:

- the exhaust does not emit excessive amounts of smoke.

Tyres and wheels

Check as much of your tyres and wheels as you can see.

There must be:

- a minimum tread depth of 1.6mm
- sufficient inflation of each tyre
- no deep cuts in the sidewall
- no cord visible anywhere on the tyre
- no missing or insecure wheel-nuts

You can get 3 penalty points on your license for each tyre that is not safe and legal.

Load

Check that:

- any load is adequately secured
- the van doors have an effective locking device

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 6 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

Tow bars and tail lifts

Check that the:

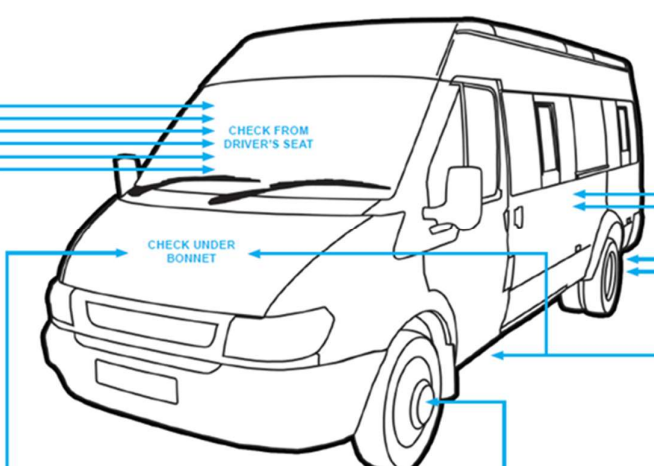
- tow bar is secure, and any trailer is correctly and securely attached, with all electrical connections working correctly
- tail lift is secure and free from damage, functions correctly and the electrics are working correctly

For further information refer to the DVLA website at:

<https://www.gov.uk/government/publications/van-drivers-daily-walkaround-check/van-drivers-daily-walkaround-check>

Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can



LIGHTS
 Check that:
 ▶ all lights and indicators work correctly
 ▶ all lenses are present, clean and are the correct colour
 ▶ stop lamps come on when the service brake is applied and go out when released
 ▶ marker lights are present and work
 ▶ all dashboard warning lamps work correctly including:
 ▷ ABS
 ▷ airbags (SRS)
 ▷ EPS
 ▷ full beam headlamp warning lamp
 ▷ parking brake warning lamp

BRAKES
 Check that:
 ▶ foot / service brake works correctly and does not have any excessive travel
 ▶ hand / parking brake works correctly and does not have any excessive travel

BODYWORK AND DOORS
 Check that:
 ▶ all doors shut properly and are secure when closed
 ▶ there are no sharp edges or damage
 ▶ no body panels are loose or in danger of falling off

LOAD
 Check that:
 ▶ any load is adequately secured
 ▶ van doors have an effective locking device

HORN AND STEERING
 Check that:
 ▶ horn control is easily accessible from driver's seat
 ▶ horn works when its control is operated
 ▶ steering has no excessive play

WASHERS AND WIPERS
 Check that:
 ▶ wipers move continually when switched on
 ▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
 ▶ washers point at the windscreen and are operational
 ▶ washer fluid is topped up

MIRRORS AND GLASS
 Check that:
 ▶ all mirrors that should be there are properly aligned and secure
 ▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS
 Check that:
 ▶ seats are secure
 ▶ seatbelts operate correctly and are free from cuts and damage

BATTERY
 Check that:
 ▶ battery is held securely in place by the correct means and not cables
 ▶ battery is not leaking

EXHAUST
 Check that:
 ▶ exhaust doesn't emit excessive amounts of smoke

TYRES AND WHEELS
 Check as much of your tyres and wheels as you can see. There must be:
 ▶ a minimum tread depth of 1.6mm
 ▶ sufficient inflation of each tyre
 ▶ no deep cuts in the sidewall
 ▶ no cord visible anywhere on the tyre
 ▶ no missing or insecure wheel-nuts
 Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

TOW BARS AND TAIL LIFTS
 Check that:
 ▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
 ▶ tail lift is secure and free from damage, functions correctly and the electrics are working correctly

FLUIDS, FUEL AND OIL
 Check that:
 ▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
 ▶ fuel filler cap is securely fitted
 ▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause
 With the engine on, check:
 ▶ underneath the van for any fuel and oil leaks
 ▶ looking for puddles on the ground

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 7 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

OFFICE RESPONSIBILITY

- Investigates and organises corrective action for any fault or defect reported.
- Ensures the vehicle has been provided with a MOT certificate (where appropriate) and the tax is in date
- Organises insurance and breakdown cover for all company vehicles.

SERVICING

Driver's Responsibility

- Report to the office when vehicle is nearing its routine service mileage.
- Servicing should be carried out at the garage that is nominated by the Company, otherwise by a reputable garage in accordance with the manufacturer's instructions.
- It is essential that the service log is stamped by the garage/dealer on each and every occasion the vehicle is serviced. It is the responsibility of the driver who delivers the car for servicing to ensure this happens.

Company Responsibility

- Organise the prompt servicing at an authorised service provider of each vehicle reported by its driver to be approaching its service mileage or due date.

MODIFICATIONS/ALTERATIONS AND ADDITIONS TO COMPANY VEHICLES

- No modifications/alterations/additions to company vehicles can be made without authorisation from the director responsible. This may affect the value of the vehicles for tax purposes and invalidate the insurance.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 8 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

PRIVATE USE OF COMPANY VEHICLES

- Company cars where provided are available to the employee for private use and are subject to taxation charge. Details available on request.
- Company Goods Vehicles are for use on **Company business only** and are not for private use unless authorised by the Managing Director.
- Private use of a company vehicle is subject to taxation charge on the employee and company. Therefore, use other than for company business will only be approved by your manager in occasional exceptional circumstances and any costs must be reimbursed by the employee in full.

ACCIDENTS AND BREAKDOWNS

Accidents

In the case of a road traffic accident, you must:

- Record details of the accident including
 - the name, address and telephone number of the drivers of any other vehicles involved
 - the other vehicle(s) registration number, make/model and insurance company and policy number
 - the name, address and telephone number of any third party who is prepared to act as an independent witness
- Visually survey the scene of the accident so that an accurate description can be provided for insurance purposes and if possible, take photos (via mobile phone)
- NEVER admit responsibility for the accident.
- Inform the office as soon as possible so that alternative arrangements can be made.
- In the case of a serious accident or where someone is injured, inform the police.
- Inform the office of any injury you have sustained. If you decide you have sustained an injury which makes it unsafe for you to drive, you should **not** drive on.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 9 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

- In the case of the damage not allowing safe use of the vehicle follow the procedure for Breakdown.
- In the case of you being able to drive off safely, do so.
- An Incident Report should be completed as soon as possible after the accident and sent to the Managing Director or IMS Manager.
- **All** accidents the vehicle is involved in, however small and irrespective of whether or not the vehicle sustains any damage, must be reported in this way.

Breakdowns

In the case of breakdown or vehicle failure, you must:

- Try to position the vehicle in a safe place for both driver and vehicle.
- Contact your manager so that alternative arrangements can be made.
- Contact the relevant breakdown recovery company (AA, etc) to arrange recovery/repair
- All company vehicles are covered by a breakdown policy either:
 - The manufactures breakdown policy (normally 3 years for new vehicles)
 - Vehicles not covered above will be covered by the company fleet breakdown policy which includes 'at home', on route and full recovery of car and passengers. Cards / details must be kept in the vehicle. Replacement cards / details are sent out on renewal and should be put in the vehicle immediately

SECURITY

Theft of Vehicles and Contents

- Your vehicle must be locked at all times when you are away from your vehicle, no matter how short the time period may be.
- The cab doors (if applicable) must be secured before the loading doors are unlocked.
- Any alarm/immobiliser which is fitted to your vehicle must always also be alarmed when away from your vehicle.
- Valuables such as mobile phones, portable satellite navigation systems, laptop computers and power tools etc., should never be left unattended in your vehicle.
- You are responsible for parking your vehicle overnight in the safest position possible at that location, preferably off the highway. Where there is inadequate secure storage for the vehicle local to the branch, an employee may, by mutual agreement with the manager responsible for the vehicle, take the vehicle home overnight and

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 10 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

at weekends, in order to provide secure storage. The arrangement must be reported to the Office, along with details of where the vehicle is located during such periods.

Personal Safety

- For reasons of personal safety, you must not allow any person into your vehicle that is not known to you (hitchhikers etc.).
- If you feel you are in danger from a contrived or suspicious incident/ accident stay locked in your vehicle and phone the office or the police as circumstances dictate.
- Store heavy, hard or otherwise dangerous objects safely, for example in the back of the van. These can become missiles on impact.

AUTHORISED DRIVERS AND PASSENGERS IN COMPANY VEHICLES

Drivers should have completed the Driving Licence checks and Health Declaration before driving the company vehicle. However, in an emergency this requirement can be waived at the discretion of the Director or the IMS Manager.

Driving Licence

- All company vehicle drivers must hold a full driving licence.
- Before you are authorised to drive any company vehicle you must present the original of your complete licence to the company.
- You must cooperate promptly with the regular driving licence checks carried out by the Company:
 - Your complete original driving licence must be handed in to the company when requested for checking.
 - You may be asked to sign an authorisation to allow the company to check your license details on-line. A new authorisation is required every three years.
- You must inform your manager immediately:
 - If your driving licence is withdrawn or you are banned from driving for any reason.
 - If you have 6 or more penalty points on your licence.
- You must report to the company any traffic offences committed resulting in, or pending, prosecution

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 11 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

Driver Declaration

- Before you are authorised to drive a company vehicle you must complete a form which declares you have no illness or infirmity which may affect your ability to drive.
- You must inform the office immediately should any illness or infirmity occur which may affect your ability to drive, or if you have had medical advice advising you not to drive.
- You must inform the office immediately if you are taking any drugs which may affect your ability to drive

Passengers

- Please ensure the vehicle is not used to carry more than the number of passengers it was designed for, and they are only carried in passenger seats.
- Passengers, other than company employees, are not normally allowed in company goods vehicles and should only be carried with the specific knowledge and permission of the Managing Director.

Private company vehicles

- You must only drive vehicles for which you have been authorised.

INSURANCE

All Company Vehicles

- The Office will arrange insurance for all company vehicles. Details of our current insurance, policy number and insurance documentation can be obtained from the office.
- Contact with the insurance company is via the office. Please do not contact the insurance company direct unless instructed to do so.
- The Company's fleet policy covers any driver who is legally entitled to drive over the age of 25, using the vehicle with the Company's permission. All company vehicles are covered for business, social and domestic use.
- Permission can be deemed to have been automatically granted to ALL Company employees* legally entitled to drive when driving on Company business and when taking the vehicle home to provide secure overnight parking except as detailed below.

****Exceptions for all company vehicles: Specific permission from the insurance company must be received in all cases for the following before driving:***

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 12 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

- For young drivers (under 25 years)
- Inexperienced drivers (less than 1 year's qualified driving experience)
- Drivers with 6 or more penalty points on their driving licence

Drivers who need specific permission from the insurance company must not drive until confirmation from the insurance company is received.

Vehicles may have additional insurance for drivers not covered as above, and you will be advised if have permission to drive the vehicle.

- Other than for use as stated above or additional drivers specified on Company Cars, permission for non-company employees and the use of a company vehicle for use other than business use must be granted by the Managing Director.
- All drivers (including additional drivers) must have completed the Driving Licence checks and Health Declaration before being authorised to drive the company vehicle.
- The Company may exclude from driving any employee or additional driver with a poor driving record, as evidenced by prosecutions or at fault insurance claims.
- The Company will exclude from driving any employee or additional driver who the insurance company refuse to cover under the fleet policy. The company may exclude from driving, or apply additional criteria to, any employees or additional drivers, this may include personal responsibility for insurance excess payment of additional premiums.

Company Cars Only

- Company car drivers may request for their spouse/partner to be an additional driver for business, social and domestic use. This is subject to the insurance criteria and driving licence checks.
- Company car holders may also apply for additional non-Company employees to occasionally drive their Company vehicle, e.g. son/daughter. The employee allocated responsibility for the company car will be personally responsible for any insurance excess incurred by a young or inexperienced driver, if that driver is not a Company employee on Company business.
- Company car holders are responsible for ensuring any additional drivers are aware of and follow company vehicle procedures.
- Company vehicle drivers must obtain permission from the Company before:
 - Using a company vehicle for towing

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 13 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

- Travelling abroad. Normally Company car holders may take their vehicle anywhere within the EU without additional cost.
- It is up to the company car holder to organise and take with them the required documentation and equipment for the countries they are travelling to. Please request any documentation held at the Office well in advance.

DRIVING AND THE LAW

- The company must be informed immediately of any road traffic offence which occurs in a company vehicle. Fines for road traffic offences must be settled by the driver and are their responsibility. Road traffic offences whilst on company business will be investigated and further action taken as appropriate.
- To comply with legislation, all drivers must use mobile phones in a “hands free” manner unless the vehicle is parked with the engine switched off.
- The company does not condone drink driving or the abuse of drugs and will treat any such instance as gross misconduct. You must not drive a company vehicle under the influence of alcohol or drugs.
- Smoking or vaping in any company vehicle is not permitted by any persons whatsoever at any time.
- All drivers are expected to drive safely and follow the Highway Code at all times.
- You must not drive any vehicle in an un-roadworthy condition.

CLEAN AIR / ULTRA LOW EMISSION ZONES

Occasionally job locations may require us to go into designated ULEZ or Clean Air Zones which may incur a charge. It is the responsibility of the driver to advise the office in a timely manner if they have entered such an area in the course of attending a work related location, and the charge needs paying. If this isn't done and the company incurs a fine, we will recover this from the driver as required.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 14 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

VEHICLE RECORDS AND EQUIPMENT

Additional Equipment – Company Vans

- All vehicles are furnished with a first aid kit, any items in this kit being used, must be replaced at the earliest opportunity and it is the drivers responsibility to advise the office of any items used. Please check for expiry dates regularly and replace items as necessary.
- All vehicles are furnished with a high visibility jacket. This should kept in the glovebox and is to be used in the event of breakdown or accident.

Vehicle Records

- Original MOT and insurance certificates are held at the Office. Copies issued upon request. The originals will be released only as required by law to the Police.
- The manufacturer’s service/maintenance log should be kept in the vehicle glove compartment at all times, along with the operating manual. If you do not have the service log for the vehicle(s) under your control, please contact the Office for details of recent service history for the vehicle(s) and efforts will be made to trace the log or obtain a replacement.
- A copy of this Company Vehicle Handbook must be kept secure in your vehicle at all times for reference when required.
- Incident Report Forms – please replace when used.
- Breakdown service contact number must be kept in your vehicle at all times.

REIMBURSEMENT OF EXPENSES FOR COMPANY VEHICLES

Company Goods Vehicles

- Are fuelled using a company credit card or paid for on purchase with a receipt brought to the office for reimbursement.
- The driver must detail the registration number of the vehicle and its mileage (odometer reading) on each individual vat receipt.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 15 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)

DRIVING SAFELY

General

- Ensure goods are safely loaded, secured if necessary and within the load limit for that vehicle.
- In the event of feeling drowsy at the wheel always park up and take a short break. It is advised that a short break should be taken for every 4 hours of continuous driving.

Wintertime Driving

- Be able to be seen. Clean all the snow and ice off your windscreen, other windows, outside mirrors, lights and reflectors. Make sure your vehicle is equipped with good wiper blades, and that wiper arms are exerting enough pressure on the blades to ensure a clean sweep.
- Tyres with good tread are essential for good cornering and handling on slippery roads.
- Get the feel of the road. Occasionally try out your brakes, or gently depress your accelerator while driving. When you have found out how slippery the road is, adjust your speed accordingly. Rising temperatures greatly increase the slipperiness of ice and snow.
- Stretch your following distance. Winter surfaces increase stopping distances three to 12 times.
- Brake before bends in the road.

Defensive Driving

- Be aware of traffic situations far ahead, on both sides and to the rear of the vehicle.
- Be alert for illegal acts and errors of others.
- Be willing to yield your right of way to prevent accidents.
- Do not tail-gate.
- Be particularly cautious approaching intersections.
- Adjust your driving to the special hazards of:
 - pedestrians, the road, the weather, traffic and the degree of light.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook	Page 16 of 17
Document Ref: CHS006	Issue No: 2
	Date: 08/25

[Back to Contents](#)

- Be aware of the added danger brought on by your own emotions such as anger or worry. Try to minimise stress by allocating a greater journey time for unforeseen delays.
- Drive as if every child in the street is your own, and every motorist a close friend.

UNCONTROLLED WHEN PRINTED

Document Title: Drivers Handbook		Page 17 of 17
Document Ref: CHS006	Issue No: 2	Date: 08/25

[Back to Contents](#)