

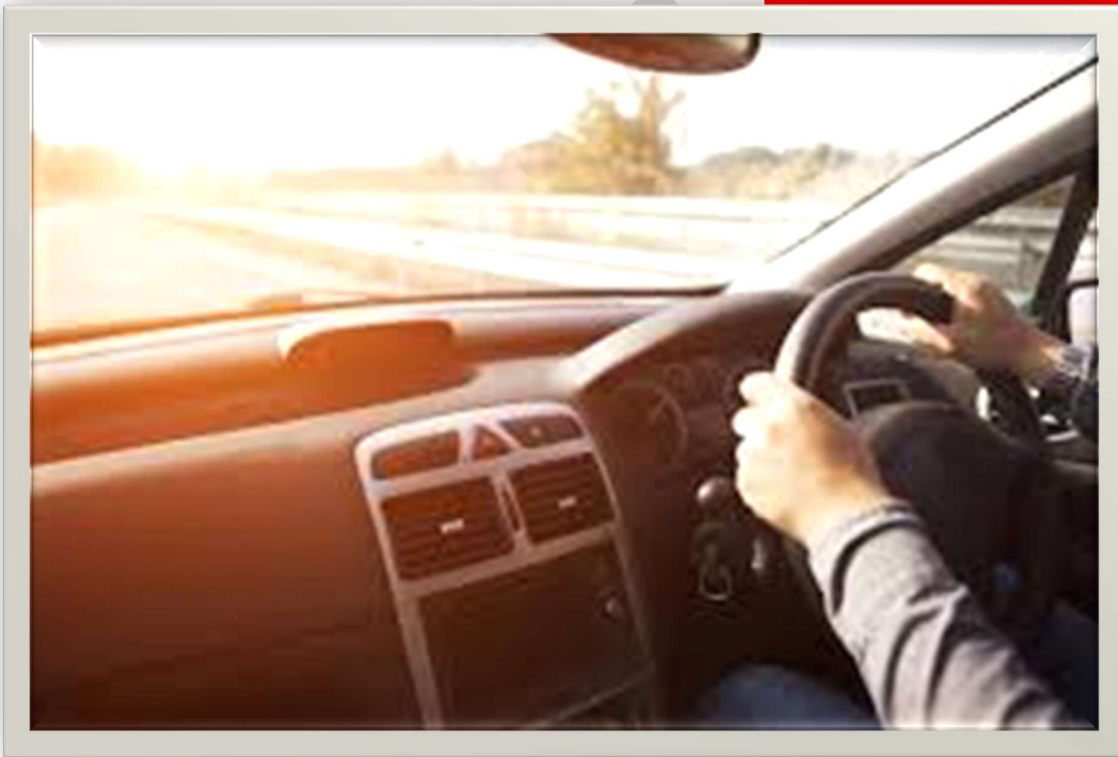
Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS009

DRIVER POLICY



DRIVER POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Driver Handbook
- Adverse Weather Conditions Policy
- Alcohol and Drug Policy

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| 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. |
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| Version | Date Approved | Publication Date | Approved by | Summary of Changes |
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| 1 | 16/07/21 | 16/07/21 | MOM | Added Vehicle - Daily First Use Check Sheet (pg 5) |
| - | - | - | KM | Reviewed 07/22 No changes |
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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a robust Driver Policy in order to ensure the safety and welfare of all employees, visitors and public and to ensure that they are compliant with all relevant legislation.

Up to 1 in 3 road crashes involves a vehicle being driven for work. Every week around 200 road deaths or serious injuries involve someone driving for work. Many of these deaths and injuries could have been prevented. Catena is committed to reducing the risk of work-related road traffic crashes and collisions.

The following policy sets out our commitment and provides guidance to all employees to enable them to comply with the policy and related legislation.

OBJECTIVES

The objectives of this procedure are:

- To make drivers aware of the main risks they face or create when driving for work
- 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.
- To maintain all company 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.

SCOPE

The following policy and guidance apply to all staff that drive on Catena business, who may be either:

- Employees who are required to drive vehicles as an integral part of their work
- Employees who use their own vehicles or hired vehicle on a casual basis to carry out some element of their role.

RESPONSIBILITIES

Managing Director

Catena 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.

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Catena will do this by:

- helping the engineer establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- require drivers to annually submit copies of their insurance check driver's licences annually with the DVLA

For company vehicles:

- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery
- provide no smoking / vaping signs for inside the vehicle

IMPLIMENTATION

The company asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Line Managers

Line Managers have a responsibility to build safety into all their decision-making and to ensure that their staff understand the responsibility which they have for their own and others' safety. This includes their safety while driving in the course of their employment. To achieve this Managers should

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- Discuss with their drivers the importance of safety on the road and following the organisation's policy and management system
- Liaise with the IMS Manager to ensure that the training needs of their drivers are met
- Encourage drivers to follow good practice and keep their skills and knowledge up to date

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- Ensure that all drivers are fully aware of what action they need to take in an emergency
- Ensure that drivers have sufficient time for journeys and do not feel pressured into completing them faster by speeding or taking risks
- Provide advice on route planning and circulate information on hazards reported on regular routes
- Monitor and, if necessary, restrict total hours/miles driven to ensure that drivers do not suffer from fatigue
- Ensure drivers understand the organisations mobile phone policy and adhere to it
- Where a driver is inexperienced with a particular route or vehicle, ensure that they have extra time to complete their journey safely
- Ensure the employees understand the Adverse Weather Policy
- Make staff aware that fatigue will be more of a problem at certain times. There is an increased likelihood of falling asleep at the wheel in the afternoon and in the early morning

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the IMS Manager (or in their absence another office member) of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the company

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow enough time to drive allowing for traffic, poor weather and rest breaks
- ensure enough rest
- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

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Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke or vape in a company vehicle
- only use electronic devices e.g. mobile phone, satellite navigation, mp3 player, when set up to do so i.e. using a hands-free device
- Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

Refer:

- Drivers Handbook
- Drivers Health Declaration

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