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| **CAL-HS-PD-0709** |
| **Company Vehicles** |
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| **Procedure** |
|  |
| Issue Number: 01 |
| Issue Date: 28 Oct 2024 |

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| Document Control | | | |
| Status: | Live | Date: |  |

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| --- | --- | --- |
| Approval / Acceptance | | |
|  | Author | Approved |
| Title: | Director |  |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PURPOSE

1. For the purposes of this Procedure only, those private vehicles authorised for Company employee travel and for which the Company pay a mileage rate, shall be regarded as being Company vehicles.
2. Where the employee is required to hire a vehicle in the course of his employment, then he will be responsible for compliance with the rules in this procedure.

# SCOPE

1. The “Highway Code” is adopted as part of this Procedure and all drivers should be familiar with it. A copy will be made available on request.
2. The driver must inform the Company of any permanent or temporary medical, physical or mental condition which might detract from his driving abilities.
3. All drivers will ensure that their vehicle is at all times roadworthy (including tyres and lights), taxed and displaying a road fund licence, insured and in all ways compliant with statutory requirements.
4. The driver will visually check the condition of his vehicle daily and the operation of all road and brake lights weekly.
5. Drivers will not use mobile telephones, radios or other hand-held appliances whilst driving. Approved “hands free” kits may be used’ where this does not distract the driver.
6. Drivers will wear seat belts at all times when the vehicle is in motion.
7. Passengers will wear seat belts, where these are fitted, at all times when the vehicle is in motion.
8. No “child” (a person below minimum statutory school leaving age) may be carried in a Company vehicle during the course of the driver’s work.
9. All material and equipment must be secured within the vehicle in their designated place. The Management will ensure that full height bulkheads and restraint devices are fitted between the driver and the rear of the cab, ensuring no part of the load shoots forward causing injury to the driver.
10. The driver will be aware of the loading restrictions for the vehicle and will never overload the vehicle. It is the responsibility of the driver to ensure that the tyre pressures are correct for the current loading of the vehicle.
11. Where the vehicle is to be used for towing, the driver will ensure that the statutory requirements in relation to this are complied with.
12. Where the vehicle has more than 9 seats, including that of the driver, the driver must be over 21 years of age.
13. All drivers of Company vehicles must be authorised by the Company and must lodge a copy of their driving licence with the Company before authorisation.
14. All Company car drivers must immediately report to the Company any road accident or caution for a road traffic offence, whether or not this related to his employment or involves a Company vehicle.
15. All road traffic accidents involving a Company vehicle must be reported to the Company immediately.

# DRIVER COMPETENCE

1. The Company will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. This will require periodic checking of driver documents.

# FITNESS OF PURPOSE OF THE VEHICLE

1. The Company will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited to any load being transported, terrain to be covered and delivery conditions.
2. The Company will also ensure that any vehicles provided are suited to the needs of the driver and those involved in loading and unloading.
3. Additional tools and equipment will be provided for loading and unloading vehicles where required.

# BREAKDOWN AND REPAIR

1. The Company will ensure that drivers have adequate access to technical and personal support in the case of breakdowns or accident. These services will be provided in a prompt and reliable manner by competent persons.

# VEHICLE MAINTENANCE

1. The Company will ensure that competent personnel maintain all vehicles registered for use on The Company business. The company will ensure that necessary repairs are made in a reasonable time frame and that no vehicle in an unfit state will be knowingly used on The Company business.

# SAFE WORKING HOURS

1. The Company recognises the importance of guarding against fatigue and stress to safeguard the health and safety of those driving on The Company business, and to that of other road users. The Company will ensure that effective and robust procedures are in place to manage the hours worked by those driving on The Company business. These procedures will ensure that drivers do not drive more than the permitted hours in any 24-hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress.
2. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits. In addition, The Company will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly among younger drivers and those who manage their own driving activities.

# SCHEDULING JOURNEYS

1. The Company will take all reasonably practicable measures to ensure that:

* journeys are sensibly scheduled
* unnecessary travel is reduced to the minimum
* sufficient time is allowed for both journey and any loading/unloading
* no driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users
* journeys are rostered so that drivers working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours

# LONE WORKER PROTECTION PROCEDURES

1. The Company recognises drivers may face additional occupational risks related to lone working.
2. The Company will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition, The Company will take all reasonably practicable measures to ensure that drivers have adequate information on the hazards of lone working and measures required to reduce these hazards. Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination, including security and loading/unloading procedures. The Company will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.

# Driver Compliance with Road Traffic Duties

1. The Company will ensure that drivers understand their duties under road traffic legislation to:

* comply with drivers hours regulations (where applicable)
* never drive under the influence of alcohol and drugs
* wear seat belts at all times
* never use mobile phones while driving
* comply with road speed restrictions

# DRIVER TRAINING

1. The Company will provide driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on business. The company will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers hours regulations (where applicable).
2. This training should include information regarding:

* first aid procedures
* breakdown procedures
* emergency procedures (accident, fire, leakage, etc)
* loading and unloading equipment and techniques
* the consequences of alcohol and drug use
* the effects of speed and traffic levels
* the effects of fatigue and stress

# AUTHORISATION TO DRIVE FOR WORK PURPOSES

## Company Vehicle

1. Employees who hold a current full driving licence for at least one year may drive a company-owned vehicle providing that they have authorisation from a departmental manager.
2. Non-employees may only drive company vehicles providing that they have obtained written permission from a company Director. We allow up to three non-employees to drive company cars (relatives of company car driver), providing that they have the appropriate authorisation from the Company.
3. Licence checks are performed by the completion of a mandate to allow The Company to access licences directly from DVLA. These shall be checked on an annual basis.

Company cars can only be used for business or social and domestic purposes, and must not be used in the pursuit of any other business, eg an employees partner must not use the company vehicle for personal business trips.

## Pool Vehicles

1. Any employee holding a current full driving licence for at least one year can drive a pool vehicle, providing that they have the appropriate authorisation from their departmental manager.

## Employees Own Vehicles

1. If an employees as per their contract uses their own car for WMD business then they must provide details of their insurance & MOT certificate where applicable. It is the employees responsibility to ensure the car is roadworthy.

# CARRIAGE OF PASSENGERS

1. Passengers must not be carried for hire or reward.

# SERVICING

1. Manufacturers recommended servicing intervals should be adhered to and arranged by the driver at a recommended The Company workshop.

# DOCUMENTATION

1. The Company will send MOT reminders to company vehicle users. Drivers should arrange MOTs through their manager unless it is a LGV which will be arranged for you. The company shall ensure that the vehicle is appropriately taxed. There is no cover for company property or personal effects not part of the vehicle, eg laptop computers.
2. Breakdown cover for the vehicle is provided by the company. Drivers should ensure that this cover is adequate for their personal circumstances. Caravans are not covered by the policy however may be used if you have the appropriate authorisation from the company.

# HIRE CARS

1. Hire cars are arranged via the Procurement Manager and must conform to the company’s minimum safety requirements.
2. As a minimum requirement, hire cars should have ABS and a drivers air bag.
3. The important rules related to the use of hire cars include the following.

* Employees must have a current full driving licence
* Employees must be authorised to drive by a departmental manager
* Hire cars may only be used during the agreed hire period. Use of the hire car outside the hire period will mean the car is being driven without insurance cover.
* Employees must always remember to undertake appropriate pre-journey checks. These include checks on the features fitted and the safety kit.
* A cockpit check should also be completed. If deficiencies cannot be rectified, the hire company must be contacted for an alternative car
* Any vehicle hired in the UK is covered by the Company insurance for company and authorised social and domestic use
* Employees should note that The Company is only responsible for journeys for business purposes.
* Employees must seek approval in writing before taking a vehicle abroad for personal use as extra coverage may be required.

# EMERGENCY SAFETY KIT

1. An emergency safety kit may also be provided, as required. It should include a minimum of:

* a warning triangle
* high visibility jackets (to be kept in the passenger compartment)
* a multi torch
* accident form

1. These are minimum requirements that need to be carried in the vehicle when driving outside the UK.

# LINE MANAGERS RESPONSIBILITIES

1. Line managers have a responsibility to:

* periodically monitor and review the suitability and acceptability of staff to drive on the Company business
* give consideration to the driving records of prospective employees

1. A programme for improving the safety performance of all staff driving on company business should be included in the regular review of the company integrated management system.

# TRANSPORTING HAZARDOUS SUBSTANCES

1. The Company employees must ensure that:

* chemicals or articles are properly packed and labelled in accordance with relevant legislation
* no more than 25 litres of any hazardous chemicals will be carried in company vehicles
* containers are secured in the vehicle to prevent movement during transport
* adequate secondary containment is provided within the vehicle to contain any release of material in the event of unexpected package rupture or a collision
* all hazardous goods must be physically separated from the occupants in the vehicle, so the use of booted vehicles is preferable to hatchback types.

# SAFETY AUDITS

1. A nominated person will perform regular safety audit on vehicles. This may be performed on a random basis.
2. The audit will examine for:

* external vehicle damage
* obvious tyre damage
* internal housekeeping of the vehicle
* service history of the vehicle
* the presence and condition of ancillary safety equipment issued.

# CONDITIONS OF VEHICLE USE

1. The following conditions of use apply to company vehicles.
2. Vehicles issued to employees remain the property of the Company and must be returned to The Company on demand.

# WEEKLY CHECKS

1. Once a week, drivers should check:

* oil level
* water level
* washer bottle level
* battery fluid level
* tyre pressures
* tyre treads (tyres must be changed when the tread reaches a depth of 3mm)

1. In addition, these checks should be carried out prior to a long journey. In cold weather conditions, anti-freeze must be topped up if necessary.

# CLEANING THE VEHICLE

1. Drivers must keep the vehicle clean, both inside and outside.

# Fitness to Drive

1. Employees should ensure they are fit to drive at all times, as they are in the best position to judge their own health, level of tiredness and other factors that may impair their driving.
2. Drivers must hold a relevant full driving licence for the vehicles being driven. Licences will be checked on a regular basis.
3. Any convictions and/or endorsements must be reported immediately to the company.

# EYESITE

1. The employee is responsible for ensuring that their vision is suitable for driving (it is a legal requirement that a driver can read a number plate from a distance of 20.5m) Therefore, the driver must have regular eye examinations to ensure compliance. If glasses or contact lenses are needed, they must be worn while driving.

# ALCOHOL AND DRUGS

1. Employees must never drive with alcohol in their bloodstream. Even small amounts of alcohol impair judgement and increase the chances of an employee being involved in a crash. The company has a zero tolerance attitude towards drink-driving and any employee found driving with alcohol in their bloodstream above the legal maximum level will be subject to disciplinary action
2. Employees must never drive after under the effects of drugs, prescribed or other. The company has a zero tolerance attitude towards driving under the influence of any drugs, and any employees found driving with drugs in their bloodstream will be subject to disciplinary action
3. The use of certain prescription and over-the-counter medicines, such as certain flu remedies and hay fever medicines, can cause drowsiness and impair the ability to drive
4. Employees should ensure that they have read and understood the instructions on any medication they are taking, and not to drive if there are warnings against this Often, there are alternative formulas or brands which treat the symptoms but do not cause drowsiness, and employees should choose these instead if they need to drive on business. If in any doubt about the effects a medicine may have, employees should consult a GP or a pharmacist.

# ACCIDENTS

1. If an employee is involved in an accident (whether they were in the vehicle at the time of the accident or not, and regardless of blame), they should provide their name and address, the company name and vehicle registration, and produce a copy of the certificate of insurance. If these details are not given at the time, they must be reported to the police within 24 hours
2. As soon as is practicable after the incident, the employee should contact the company and report it to their departmental manager. Even minor damage must be reported.
3. Employees should not admit liability for an accident
4. Employees should always note the registration numbers of all vehicles involved, names and addresses of other drivers, name of parties insurance companies and their insurance certificate numbers
5. Employees should take the name and address of all witnesses, both those seeing the incident and those witnessing the scene, and make a note of vehicle positions, in the form of a basic sketch and any other relevant information
6. Unless trained to do so, employees must not attempt to move injured persons unless absolutely necessary
7. Following the accident, all communications about it should be channelled through the office.
8. After an accident, employees must not call or communicate with an injured third party, their friends or relations about progress
9. Repairs and replacement vehicles will be handled by the office.

# FIRE AND THEFT

1. If a company vehicle is stolen or burnt out, employees should contact the police and the office immediately.
2. Always keep luggage in the boot out of view.

# BREAKDOWNS

1. Full breakdown cover is provided by the Company.
2. Should an employee break down on a motorway in the UK, they should park the car as far to the left on a hard shoulder as possible, with the wheels pointed towards the hard shoulder.
3. Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left. Leave your sidelights on and use your hazard flashers.
4. Try to stop near an emergency telephone (situated at approximately one mile intervals along the hard shoulder).
5. Leave the vehicle by the left-hand door and ensure all your passengers do the same. Leave any animals in the vehicle or, in an emergency, keep them under proper control on the verge. If you have reflective jackets in the vehicle wear them. Do not use a reflective triangle.
6. Ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control.
7. Don’t attempt even simple repairs.
8. Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) the telephone is free of charge and connects directly to the police. Use these in preference to a mobile phone.
9. Lone women travellers should state this when reporting the breakdown, and they should be given priority.
10. Employees should not wait in the car for the recovery services (even in bad weather), but retire to a safe distance off the hard shoulder wearing a reflective jacket. This jacket should be carried in the vehicle.

# ILLNESS

1. If a driver becomes unwell while travelling, the breakdown service will recover both the vehicle and the driver to their final destination.

# EMPLOYEES RESPONSIBILITIES

1. Employees shall be aware that:

* fines relating to speeding and parking are the drivers responsibilities. Employees are also responsible for legal costs if prosecuted (such as being under the influence of alcohol or reckless driving)
* they must report to their manager and the fleet manager all formal cautions and impending prosecutions resulting from their driving, whether on company business or not, or in a non-company vehicle
* mobile phones must only be used in accordance with the appropriate hands free device whilst driving
* they shall drive in a safe and appropriate manner, observing speed limits, one-way systems and pedestrian crossings, etc
* Smoking is prohibited in all company vehicles
* they shall check the safe operation of a vehicle prior to its use
* they should ensure that the vehicle is maintained and serviced to the manufacturers specification
* there are appropriate arrangements in place, particularly if carrying hazardous substances
* they and their passengers must wear seat belts at all times
* they must not drive at any time while their judgement and/or physical ability are impaired by illness, the use of alcohol, drugs, medicine, or tiredness
* all accidents are required to be reported on an accident report form
* they must not put themselves at undue personal risk, (eg in adverse weather conditions). It is acceptable to cease a journey as soon as possible and wait until it subsides. This may involve checking into a hotel
* they should carry any required safety equipment at all times

# PERSONAL SAFETY

1. Employees should always follow the following recommendations wherever possible.
2. Travel on main roads as much as possible.
3. Communicate the route and approximate time of travel.
4. Always try to have at least a quarter of a tank of fuel.
5. While driving, be alert to the condition of the vehicle. If a fault is suspected, don’t wait until it breaks down. Stop somewhere appropriate, such as a garage, where there are a lot of people around, and seek assistance.
6. Carry sensible clothing in the vehicle, eg coat and suitable shoes, to change into if necessary.
7. When travelling to an unfamiliar office or hotel, call ahead and check the location and parking arrangements. On arrival, drive to the front entrance and, if appropriate, request assistance.
8. Park in well-lit areas whenever possible and check around the vehicle and the interior, especially he back seats, before re-entering.
9. Always try to look confident.
10. If another driver in difficulty is seen, drive on and report it by phone as soon as possible.
11. Always carry a mobile phone, but never use it while driving.
12. Always have the doors locked while driving, especially at night and in busy areas.
13. In the event of a breakdown on a motorway, telephone the emergency services, put on a reflective jacket, get out of the car by the nearside door and wait a safe distance off the hard shoulder. It is advisable to leave the passenger door open, so that in the event of a threatening situation you can get into the car and lock the doors.
14. Do not give lifts to strangers.
15. Never read maps while driving.

# FATIGUE

1. A journey should never be started if an employee is feeling tired or unwell. It is the employees responsibility to judge their own fitness to drive.
2. Wherever possible:

* set flexible appointment times take the pressure off by not having to meet exact deadlines
* if running late, stop in a safe place and phone to explain do not take risks to arrive on time
* avoid peak time travel
* choose the most practicable, least congested route
* add a generous margin to expected travelling time
* take regular breaks, at least 15 minutes after about two hours driving (this also gives the opportunity to check for mobile phone messages)
* limit driving periods to reasonable time or distance
* share driving
* In certain situations, it will be more appropriate to arrange overnight accommodation rather than continue a journey, eg in the cases of extreme weather, later than anticipated departure, or tiredness.

# FURTHER VEHICLE CHECKS

1. Driving an unfamiliar vehicle can add to the risks of road travel. Checking the condition of the vehicle on collection, and a familiarisation period with the controls before departure, can make a significant contribution to reducing risks.
2. It is always advisable to perform the following checks, especially if the vehicle is a hired vehicle.
3. Carry out a cockpit check, inspecting the:

* lights
* tyres, including the spare
* oil level
* water level in the cooling system
* windscreen washer bottle level
* Drive steadily and slowly for the first few miles to get used to the handling of the vehicle and to check the brakes

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