

<b>POLICY NAME</b>	<b>Drivers Policy</b>
<b>PURPOSE</b>	<b>To provide clear rules and guidelines to the Company and employees on the use and maintenance of Company vehicles, and the use of private vehicles on Company business</b>
<b>APPLIES TO</b>	<b>All Staff</b>
<b>DATE IMPLEMENTED</b>	<b>January 2015</b>

## **1 Introduction**

- 1.1 Arctics Ltd (trading as Igloo), hereby referred to as ‘the Company’ has developed the following policy to cover the use and maintenance of all vehicles both on and off the road.
- 1.2 All employees are considered to be ambassadors of the Company, and their behaviour whilst driving is a reflection on the Company’s corporate image. As such, drivers of Company vehicles are expected to be courteous and abide by the Highway Code and other traffic laws and regulations

## **2 Documentation**

### **2.1 Drivers of Company and/or Client Vehicles and/or Hire Vehicles**

- 2.1.1 It is a condition of their employment that should any employee drive a Company and/or Client vehicle or a Hire Vehicle, the driver completes a Company Driver Information Form and maintains a current driving licence. The form will be issued to the individual prior to their commencement, and should be completed and submitted along with the original copy of their driving licence (including any paper counterparts). A copy of the licence will be taken for the employee’s personal file. Copies of driving licences will then be taken for the driver’s personal file quarterly from the date employment begins.
- 2.1.2 It is also a condition of employment that such employees inform the Company immediately if they are disqualified from driving or receive any endorsement. This must be done in writing, setting out the full circumstances of the endorsement or ban. Please note that losing your driving licence may affect your employment with the Company.

### **2.2 Drivers of Private Vehicles on Company Business**

- 2.2.1 Employees who wish to drive their own private vehicle on Company business will be required to submit a copy of their driving licence (including any paper counterpart) and also the Insurance Certificate for the vehicle - to prove that it is appropriately insured for business use.

### **3 Driver Responsibilities for Maintenance**

3.1 Where an employee has been issued with a Company vehicle, they have the following responsibilities:

- To complete daily checks of the oil, water, lights and mirrors;
- To ensure that the vehicle is road-worthy;
- To complete weekly checks of the tyres, which should include a visual inspection for wear and wall damage and a pressure check;
- Not to drive the vehicle if any of the warning lights are illuminated on the vehicle instrument panel. Should this occur, the employee should pull over, switch off the engine, and ring their Line Manager for instructions;
- In the event of a breakdown, to immediately notify their Line Manager, followed by the Company workshop or relevant breakdown Company, depending on location;
- Where repairs to the vehicle are required, the driver should inform their Line Manager, and acquire a purchase order number for the repair Company, prior to incurring any costs. They should then keep the Company informed of the progress of the repair;
- Notify an allocator if they believe the vehicle requires a service earlier than the next scheduled routine service date. All services will be undertaken with a designated garage or provider.

3.2 Each site has their own specific rules and procedures regarding vehicle inspection and these should be adhered to at all times.

### **4 Accidents and Damage to Company or Client Vehicles**

4.1 Any accident involving a Company or Client vehicle should be reported immediately to a Director. An Accident Form should be completed at the earliest opportunity. At the site of an accident, an employee should not admit liability for any incident, but should exchange their name, address, and the vehicle details with any third party.

4.2 When any damage to a Company or Client vehicle is discovered, and the employee has been issued with a Company mobile phone, the employee should use the camera facility on the phone to capture the damage.

4.3 Any damage caused to a Company or Client vehicle which is deemed to be due to the fault or negligence of the employee after a full investigation, may result in disciplinary action and costs being recouped from the employee.

4.4 Any unreported damage that is discovered by Management will be noted and kept on the employee's personal file. An employee may be required to pay for all or part of the repair costs in the case of unreported damage incurred while a vehicle was their responsibility. Failure to report damage to a Company vehicle incurred whilst the vehicle was the responsibility of the employee could also result in disciplinary action

- 4.5 If an employee repeatedly incurs damage to a Company or Client vehicle, their Manager will organise a formal appraisal and re-training to ensure it does not happen again, and disciplinary action may be taken where it is felt necessary.
- 4.6 Overseas travel: drivers should acquaint themselves with traffic laws of the countries to or through which they are travelling.

## **5 Vehicle Security**

- 5.1 It is the responsibility of each Driver to ensure that the Company vehicle issued to them is locked, and the keys removed, on any occasion that the vehicle is unattended.
- 5.2 The Company does not accept responsibility for the loss of any personal belongings (including company issued mobile phones and laptops) from a Company vehicle issued to an employee. If personal belongings are kept in a vehicle it is the responsibility of the employee to ensure that he/she has adequate personal insurance to cover these items (i.e. under their own home contents policy).

## **6 Trackers**

- 6.1 The Company have installed a tracker system into Company vehicles and reserve the right to view real-time reports of its vehicles at any time.
- 6.2 The intended use of the tracker is deemed to be the most effective way to protect the vehicle from theft; however the tracker report may also be accessed if it is deemed to be appropriate for investigative purposes.
- 6.3 Should it be deemed to be necessary the Company may use this information for disciplinary purposes.

## **7 Company Fuel Card**

- 7.1 A Company fuel card is provided to a specified named driver and must therefore not be used by another driver to purchase fuel and/or oil or for purchases in relation to another vehicle. Not all employees are issued with a Company fuel card; however those that are supplied with a Company fuel card must ensure the following:
- The card must only be used to refuel Company vehicles and is not for personal use.
  - Drivers need to provide receipts for all fuel purchased with the fuel card.
  - The fuel card cannot be used to 'Pay at Pump' and drivers must pay at a counter where they must always provide the current mileage reading and the vehicle registration to the cashier.
  - All fuel purchased must be standard grade.
  - Where possible employees should avoid refuelling at motorway service stations and if they have to do so, should try and minimise the amount spent.

- The Company reserves the right to, at any time, suspend or cancel the use of a fuel card.
- 7.2 It is the drivers' responsibility to take care of their fuel card which must be kept safely and securely at all times. The card must not be left in the vehicle.
- 7.3 Should the fuel card be lost or stolen it should be immediately reported to a Line Manager. Should a driver suspect that their card has been fraudulently used then this should be reported to a Line Manager with immediate effect.
- 7.4 The Company reserves the right to recover from an employee, any fraudulent spends on the fuel card between the time it was lost or stolen and when it was reported. If the Company felt that an employee had, without good reason, delayed in reporting a lost or stolen fuel card then it may seek to charge the person for some or all of the losses incurred.
- 7.5 A Company fuel card is a non-contractual benefit. The Company reserve the right to withdraw the use of a Company fuel card at any time.
- 7.6 Any employee found to be using the Company fuel card for personal use may be subject to disciplinary processes.

## **8 Housekeeping**

- 8.1 Company vehicles, property and equipment should be treated with care and stored safely when not in use. Company vehicles must be kept clean and tidy both inside and outside of the vehicle. All food and drink receptacles should be disposed of responsibly.
- 8.2 Any Company vehicle must be returned in a sound, clean and tidy condition. It is an express term of the employee's Contract of Employment that the Company has the right to retain from the employee's salary the cost of any repairs to the vehicle.
- 8.3 It is an express term of the employee's Contract of Employment that any failure to return the vehicle to the designated location, on the day appointed, in a sound condition, shall result in the cost of its recovery being deducted from any monies due to the employee.

## **9 Modifications**

- 9.1 Company vehicles may not be modified in any way, unless this is authorised in writing by a Director. If any unauthorised modifications are found on a Company vehicle, the driver will be charged for returning the vehicle to its original condition

## **10 Alcohol and Drug Abuse**

- 10.1 Driving a Company vehicle, Client vehicle, or a private vehicle on Company business whilst under the influence of alcohol, illegal drugs or narcotics is strictly prohibited and unlawful. Any employee found to be in breach of this rule would be the subject of disciplinary action, with may include the termination of employment. Where such action results in an accident where injuries are involved, the Police will be called.

## **11 Mobile Phone Use**

- 11.1 It is illegal to use a hand held mobile phone whilst driving any vehicle. Any employee found to be in breach of this law would be the subject of disciplinary action. Where such action results in an accident where injuries are involved, the Police will be called.
- 11.2 Whilst hands free mobile phone kits can be obtained to allow urgent calls to be taken, it is important to be aware that the Road Safety Act includes offences linked to a driver not having 'proper control' of a vehicle. It is therefore Company policy that employees should park their vehicle and turn off the engine before any call is made or received, even if a hands free kit is in use.

## **12 Smoking**

- 12.1 Smoking is not permitted in any Company vehicle, Client vehicle, or any private vehicle that may be used on Company business to transport colleagues, customers or clients. Any individual found to be in breach of this rule would be the subject of disciplinary action.

## **13 Parking and Traffic Offences**

- 13.1 Any parking or traffic offence committed by an employee whilst driving a Company vehicle, Client vehicle, or a private vehicle for business use is the responsibility of the driver. The Company accepts no responsibility for the payment of fines. The Company will provide details of vehicles and drivers where requested by the Police.

## **14 Seatbelts**

- 14.1 It is a condition of employment that all drivers of Company vehicles, drivers of private vehicles on Company business, and their passengers wear a seatbelt for any journey. It is the responsibility of the driver, but also the responsibility of any employee (driver or not) to ensure that all vehicle occupants are wearing seatbelts.

## **15 Drivers' Hours and Rest**

- 15.1 The Company understands that tiredness, fatigue and stress, be it derived from work, domestic or social circumstances, can adversely affect safe driving. It is recommended that drivers give due regard to this and do not drive if they believe that they are in way unfit to do so.

## **16 Vehicle Return**

- 16.1 Any employee who drives a Company vehicle has a duty to return the vehicle to our designated location immediately on being requested to do so by the Company for whatever reason.
- 16.2 Any Company vehicle must be returned in a sound, clean and tidy condition. It is an express term of the employee's Contract of Employment that the Company has the right to retain from the employee's salary the cost of any repairs to the vehicle.

16.3 It is an express term of the employee's Contract of Employment that any failure to return the vehicle to the designated vehicle, on the day appointed, in a sound condition, shall result in the cost of its recovery being deducted from any monies due to the employee.

## **17 Tachographs**

17.1 Drivers (where applicable) are responsible for operating the Tachograph (analogue or digital) correctly in order to record their activities accurately and fully.

17.2 A driver must not use another drivers' disc/card, nor must they allow another driver to use their disc/card.

17.3 All commercial vehicles exceeding 3.5 tonnes with a Tachograph fitted must use the Tachograph at all times whilst driving on public roads. When the driving takes place 'on site', the Tachograph must be used, but indicate on reverse of disc manually (if analogue), time spent on "Site Work".

17.4 All commercial vehicles under 3.5 tonnes maximum permitted weight only need use the Tachograph when towing a trailer.

17.5 Driver's hours and the use of Tachographs are a mandatory requirement. It will be the responsibility of the driver if the working hours and Tachograph regulations are contravened.

17.6 All drivers must make their discs or cards available for downloading every 28 days.

17.7 If a drivers' digital card is lost or stolen the driver must report this to the DVLA within seven calendar days.

17.8 A driver may drive without the card for a maximum of fifteen calendar days provided that they produce two printouts, one of which must be at the start of the journey and the other at the end of the journey. Both printouts must be clearly marked with:

- the drivers name or driver card or licence number so that the driver can be easily identified;
- any manual entries needed to show periods of other work, availability and rest or break times; and
- the drivers' signature.

## **18 Health & Safety**

### **18.1 Fire Extinguishers:**

18.1.1 It is an offence not to carry a fully working fire extinguisher. There must be at least one for the vehicle cab and one for the load.

18.1.2 All extinguishers require servicing/calibrating every 12months and a signature of the service engineer is required on the extinguisher to confirm this has been completed.

18.2 First Aid Kit:

18.2.1 A fully stocked, in date, first aid kit must be carried at all times. If you require any replacement items please contact your Line Manager.