



## Company Driving Policy

Chigwell London Ltd is committed to reducing the risks staff face and create when driving at work. We expect staff to comply with this policy, irrespective of whether they use a company owned vehicle, their own vehicle or a hired vehicle.

### Vehicle speed

When at work staff must obey relevant speed limits at all times and must not drive faster than the prevailing conditions safely allow. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and speeding whilst driving at work will be regarded as a serious disciplinary matter.

Staff that have penalty points on their license may be required to take further driver training. Company cars will be withdrawn from staff that are disqualified from driving and may be withdrawn from staff that has 9 or more penalty points. The company will co-operate with police enquiries resulting from an alleged speeding offence or incident and will supply details of the employee (or the driver, if different) to whom the vehicle is allocated.

### Cyclists

There have been a number of fatalities recently involving cyclists in London. All drivers must pay particular attention to cyclists including blind spots, ensuring they do not put cyclists at risk at anytime and obey cyclist routes.

### School Runs

Routes will be planned wherever possible to ensure we avoid school runs which are congested and cause delays, but also pose an added risk, with large numbers of children on the roadside and crossing. Extra diligence and care will be exercised whenever we are driving through pedestrian areas including school crossings, ensuring we obey speed restrictions and exercise extra care and are alert to the possibility of needing to stop at short notice or to allow a controlled crossing by a "Lollypop" assistant.

### Fuel

All company, loaned and hired vehicles are issued a company fuel card. Misuse of the fuel card will be treated as theft and offenders will be deemed to have committed gross misconduct. All staff must help to minimise fuel costs and consumption by using the cheapest fuel in the area and refraining from any unnecessary trips. Avoid purchasing engine oil from filling stations for reasons relating to past incidents of contaminated fuel. the workshop.



### **Driving and mobile phones**

Staff driving at work should avoid making or receiving calls on a mobile phone whilst driving, and never without a hands-free kit. Therefore, they should ensure their phone can take messages whilst they are driving, or arrange for a passenger to use the phone. The use of text messaging whilst driving is forbidden. Staff should plan journeys so they include rest stops every two hours during which time telephone messages can be checked and calls returned.

### **Driving and alcohol and/or drugs**

Staff driving at work must not contravene the drink driving laws nor have taken drugs or medicines which adversely affect their ability to drive safely. Offenders will be deemed to have committed gross misconduct and will be subject to disciplinary action.

### **Drivers Hours**

Company policy is to limit the drive to work, under normal conditions, to two hours. Where longer journeys are unavoidable, trips should be planned to enable a break of 15 minutes to be taken after every two hours spent driving.

### **Vehicle Accidents**

Road traffic accidents will be investigated in a similar manner to other work related accidents. Drivers and passengers may be interviewed to ascertain the circumstances relevant to the incident. Staff must co-operate with monitoring, reporting and investigation procedures. Drivers who are involved in one at fault accident may be required to successfully undertake a course of driver training before reinstatement. At the discretion of the Director the driver may be removed from the approved driver's list.

### **Driving & Smoking**

All vehicles display a 'No Smoking' sign, usually on the reverse of the tax disc holder. Any user of a company vehicle must not smoke whilst in the vehicle.

### **Security**

Drivers must ensure that when their vehicle is left unattended that it is immobilised, therefore, under no circumstances should keys be left in the ignition. There will be a penalty if the vehicle is stolen with the keys left in it.

**Staff who drive at work must** comply with this policy and the drivers handbook and lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues.



This policy will be reviewed on an ongoing basis to ensure it reflects current business requirements and incorporates all relevant health and safety legislation. We reserve the right to make such changes as required.

**DVLA checks** random checks are made on all drivers every 2 years with the DVLA to ensure they are in possession of a valid license and have not accrued penalty points.

This document is to be read in conjunction with the driving on company business risk assessment and the Customer Code of Conduct Policy which details controls to be implemented while driving, as well as measures relating to courtesy to other road users and pedestrians while driving.

Dean Floyd

**Managing Director**

Date of Review:

**2<sup>nd</sup> January 2020**

Next Review:

**1<sup>st</sup> January 2021**