



## DRIVING HANDBOOK

**Forkers Ltd** (Including P Forker Plant Hire, Forkers Scotland, Mini-Piling & Drilling)

### Rules for Driving Company Vehicles

#### 1.0 Introduction

##### 1.1 Issuing of Company vehicles

The Company provides a range of vehicles to employees including; cars, small vans, large vans, mini-buses and pick-ups. The provision and use of any vehicle is subject to an individual's conditions of employment, job function, the type of vehicle or other consideration. Drivers granted permission(s) will be issued with a Driver Authorisation Card.

The Company also operates a number of Heavy Good Vehicles (HGVs – low loaders, beaver tail lorry loaders and beaver tail with trailer) which are based at the Company's plant depot(s) to which suitably qualified drivers are allocated to perform transport functions.

The provision and use of all Company vehicles is subject to legislation; the rules, conditions and procedures set out below; the guidance and recommendations in the **Safer Driving for Work Handbook (RoSPA)** attached as well as the requirements of the Highway Code and national traffic regulations.

All Company vehicles are registered to a business. Rules, therefore, associated with activities such as towing may be different to those for private vehicles. Approval must be sought from the Company before any activity such as towing is undertaken.

##### 1.2 Code of conduct

The Company's Code of Conduct applies equally to driving to and from work, while at work and while using any vehicles for private use.

**The Company reserves the right to remove vehicles from any individual's use if they ignore these rules, abuse vehicles, are involved in thefts, accidents or incidents where they were clearly at fault or negligent, are abusive to members of the public or other road users, are convicted of motoring offences or other action which could be deemed gross misconduct.**

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### Code of conduct (cont'd)

Complaints (via e-mail and telephone) received from members of the public regarding the behaviour of some of our drivers and their passengers include:

- dangerous driving.
- use of hand-held mobile phone whilst driving.
- offensive language and unacceptable gestures.
- obstructive or inconsiderate parking.

The majority of our vehicles are sign-written with our telephone number and website clearly visible. Drivers are reminded that they are representing the Company and it is imperative that everyone must respect members of the public and other road users and to be courteous at all times.

The Company has a complaints procedure, according to which all complaints received are logged and investigated. Disciplinary action will be taken if found necessary. A record of the complaint and the outcome of the investigation will be placed on the file of the individual detailed in the complaint.

### **2.0 Company Motor Vehicles**

#### **2.1 Description of Vehicles**

Any motor car or goods carrying vehicle belonging to the Company or hired or lent to the Company, excluding vehicles owned by employees of the Company or hired to them under Hire Purchase Agreements.

#### **2.2 Persons Entitled to Drive**

Any person who is driving on the Company's order or with the Company's permission, provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified for holding or obtaining such a licence, subject to the conditions below:

- Permission to drive any Company vehicle will be issued in writing to the driver by the HR Department.

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- The permission will include details of the vehicle(s) that the individual is allowed to drive together with any restriction imposed by the Company or our insurers.
- **Until the written permission is issued persons will not be allowed to drive any Company vehicle.**
- No other person will be allowed to drive the vehicle unless written permission has been issued to that other person.
- The Company and our insurers reserve the right to impose restrictions and conditions on those who have driving offences, disqualifications, bans or points added to the licence.
- If the person is under 21 or has driving convictions the Company has to notify our insurers and cannot give permission to drive until we have received a reply from our insurers. We are also required to notify the insurers of the vehicle the person will be driving.
- The person will be required to provide the Company with a copy of his/her photocard driving licence which will be maintained on file.
- In order to ensure we are giving the correct information to our insurer and in order to ensure that the person can be authorised to drive a Company vehicle they will be required to sign an authorisation form allowing the Company to access their full driving licence details from the DVLA.
- Driving licence details will be checked to ensure the correct category of driving licence is in place for the type of vehicle to be driven. (Full details of the coverage of Driving Licence categories is available from Dean Hudson, Plant Manager/Director).
- It is the driver's duty to immediately notify the Company of any convictions/disqualification or changes in his/her circumstances (e.g. home address) in order for our records to be amended. Failure to do this will result in disciplinary action.
- The Company will undertake licence checks every 3 months to ensure correct categories and check for penalties/endorsements.
- The Company may also make routine inspections of driving licences and the person is required to respond immediately to these requests.

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### 2.3 Limitations as to use

#### 2.3.1 Company Cars

- Allocated Company cars may be used for reasonable personal use.
- Company cars are issued to a Company 'named' driver who may nominate one other driver (unless otherwise agreed), e.g. wife, husband, partner, (subject to Company approval and satisfactory completion of the driving licence authorisation form to access their full driving licence details from the DVLA). However, they may only drive the vehicle for emergency purposes unless otherwise agreed in writing.
- The nominated driver must also abide by the conditions/limitations and driver's responsibilities as detailed in this Handbook.
- Company cars are only permitted to operate outside the UK with written permission from the Company (Steve O'Donnell – Insurance Manager).
- Any additional equipment that individuals wish to use with the vehicle – tow bars, cycle racks, roof racks, baby seats etc. must be supplied and fitted by the individual and removed from the car when returned, permission to fit any additional equipment must be obtained from the Company (Dean Hudson – Plant Manager/Director) as restrictions may apply e.g. towing weights.
- Towing caravans, boats or other trailers for personal use is not covered under the Company's fleet insurance policy. Permission must be obtained from the Company (Dean Hudson Plant Manager/Director) if a caravan (or other trailer type) is to be towed and the driver must obtain his/her own motor insurance to cover both the Company vehicle and caravan (or other trailer type) for the period it is being towed. This insurance cover must be approved by the Company.

#### 2.3.2 Company vans, pick-ups, minibuses and commercial vehicles

- Company vans, pick-ups, minibuses and commercial vehicles may only be used in connection with the Company's business and must not be used for any private use. Vans and van mileage (fuel) are not classified as a benefit-in-kind. The use of these vehicles for personal use, therefore, constitutes tax-evasion.

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### Company vans, pick-ups, minibuses and commercial vehicles (cont'd)

- For vans and pick-ups, the Company may nominate a substitute driver for each issued vehicle,
  - If either of the drivers has any current penalty points or has been disqualified from driving in the last 5 years it may not be possible to issue permission due to insurance restrictions, increased excess or other factors.
  - Both nominated drivers must have held a UK Driving licence for at least 5 years.
  - Neither driver to have had at fault accidents within the last 5 years.
- Drivers of vans, pick-ups, mini-buses and commercial vehicles must hold the appropriate driving licence category.

#### 2.3.3 All Vehicles

- Vehicles must not be used for personal hire and reward.
- Vehicles must not be used for the conveyance of passengers for hire or reward.
- Vehicles shall not be used for racing or other abnormal activity.
- Company products and equipment (including equipment hired by the Company) and personal belongings only may be carried in Company vehicles at any time.
- The motor vehicle shall remain at all times the property of the Company and will be surrendered on termination of your employment with the Company.

### 2.4 Driver Responsibilities

- Drivers are required at all times to conform to any specific regulations which from time to time may be imposed by the Company in relation to Company motor vehicles.
- You must comply with the law, traffic regulations and the Highway Code at all times.
- It is the driver's responsibility to ensure that the Road Fund Licence for the vehicle of which he/she is in charge is valid and that the MOT

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### Driver Responsibilities (cont'd)

is current. (Note: the road fund licence no longer has to be displayed on the vehicle).

- Seat belts must be used by both driver and passengers **at all times.**
- Drivers must report any vehicle defects to the Plant Manager/Director.
- Smoking is not allowed in Company vehicles at any time by the driver or any passenger (See also Company No Smoking Policy).
- No person should be under the influence of drugs or alcohol while in charge of a Company vehicle. (See also Company Drugs and Alcohol Policy).
- It is the driver's responsibility to ensure that engine oil, brake fluid, water and anti-freeze are maintained at the correct levels, that tyres are checked on a regular basis, including spares, for cuts, damage, pressures and tread depth, that the vehicle is kept clean and tidy, that checks are carried out on brakes and handbrakes, all lights, horns, wipers and washers, door locking and any other item which affects the operation, safety and security of the vehicle.
- Drivers must ensure that they conform to identified or national speed restrictions both for the vehicle and the highway.
- The Plant Hire Dept. is responsible for monitoring and planning vehicle inspection, servicing and maintenance. However, the driver is responsible for ensuring that the vehicle mileage information is regularly passed to the Plant Manager/Director in order that servicing can be planned ahead.
- There may be occasions due to site locations that employees are requested to arrange vehicle servicing at local dealerships.
- Payment for fuel for social, domestic and pleasure purposes will be borne by the driver unless authorised by the Company.
- Wherever possible, diesel fuel must be obtained from our reserves in the Plant Yard. Note: only white diesel (Derv) is to be used in all diesel fuelled Company vehicles, Red diesel must not be used in any circumstances.
- Vehicle fuel (petrol & white diesel) forms a large part of the Company's operating costs and in order to reduce our fuel costs the Company expects all drivers to drive carefully, sensibly and in a fuel-efficient manner.

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- No alterations may be made to any Company vehicle without consent from Head Office. CD players, radios, satellite navigation or other accessory should not be removed from any vehicle. If a vehicle is discovered to be missing any item the driver will be required to reimburse the Company for the loss.
- HGV drivers have various additional duties which are dealt with separately.
- The Company encourages safe and considerate driving at all times and will not be responsible for payment of any speeding or parking fines relating to a Company vehicle. Fines for all motoring offences will be borne by the driver. Notification of any fines will be recorded and investigated. Disciplinary action may be taken as a result of these investigations, according to the details of the event and of the relationship of the offence to the rules defined herein. If legal action is to be taken against an employee, the persons Manager must be notified immediately. Disciplinary action may be taken if this instruction is not followed.
- Employees are responsible for the payment of all fines, penalties, charges, costs or expenses other than those specifically set out above incurred in connection with their use of such a vehicle and they will fully and effectively indemnify the Company in respect thereof. Any charges made by an enforcing agency or authority shall be paid by the driver on notification of the charges to the driver. The driver will inform the HR department that payment has been made. The Company reserves the right to recover any such sum from employees by deducting it from any sum payable to them by way of deduction from their pay (including salary, or accrued holiday pay due but untaken at the end of their employment) and employees consent to such a deduction being made.
- If a driver has an unacceptable pattern or record of offences, accidents or vehicle damage, then the allocated vehicle may be removed from the employee and disciplinary action taken.
- Drivers must ensure that vehicles are parked in authorised and safe positions. Parking, waiting or unloading must be carried out so that the vehicle does not obstruct the carriageway or cause unsafe situations to develop for other road users and pedestrians. If some

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obstruction of the carriageway is unavoidable then suitable signing, diversion or traffic/pedestrian control must be put in place.

- Drivers of Company vehicles should take note that at no time should the vehicles be left unattended in a manner which will enable them to be accessed and used. Vehicles should at all times, when at rest and unattended, have the keys removed from the ignition and locked. Any persons found guilty of not adhering to these requirements will be disciplined.
- In the event that a vehicle is stolen or damaged as a result of this failure such action may be considered Gross Misconduct and subject to the normal disciplinary procedure which could result in Dismissal. Insurance cover could be invalidated by the failure of any employee to adhere to the foregoing requirements.
- Personal belongings stolen from Company vehicles are not covered by the Company. Drivers may wish to have their household insurance policy extended to take out personal cover.
- Mobile phones, lap top computers, I-Pads and Sat Navs etc. are prime targets for thieves. Remove them not only to protect these items, but to avoid the cost of break-ins. The Company reserve the right not to replace such items of Company property when it is shown that the driver did not put in place reasonable precautions to protect it. The cost of a replacement mobile phone and any unauthorised call charges may have to be borne by the driver.
- High-value items belonging to the Company, such as specialist surveying equipment, are covered under the Company's Contract Works insurance and may be stored in a locked boot of a car (not in a Van), should there be no other storage potential available (for more information, see GA119007 – Memo - Overnight Storage of High-Value Equipment). However, all care should be taken to ensure other storage provision, bearing in mind the excess payment on the Company's insurance, for any theft, is in place; the locked car boot being the last of the Company's preferred options in this case.
- If the vehicle has been fitted with an immobiliser and alarm system, drivers must ensure that these are always activated when the vehicle is left unattended. Never leave keys in the vehicle. The Company has no objection to drivers fitting steering locks, handbrake locks etc if it is felt it would help to prevent theft. If the vehicle is fitted with a

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### Driver Responsibilities (cont'd)

tracking system then drivers should ensure that correct procedures are followed – see separate section for Trackers.

- The condition of a Company vehicle affects not only the image of the Company, but resale values. It is the driver's duty to maintain the general appearance (interior & exterior) of the vehicle to a reasonable standard by regular cleaning. The Company reserves the right to reclaim reimbursement from the driver for any costs incurred caused by misuse or neglect of the vehicle.
- Drivers, particularly those driving long distances, must always be aware of the dangers of fatigue and ensure they take suitable rest breaks if they feel sleepy. See below, **2.4.1 Fatigue and Road Accidents**.
- Make realistic schedules for journeys and allow sufficient time taking into account the time of day (e.g. rush hour), location, parking, weather conditions etc. The Company will not ask you to undertake journeys that will require you to break the speed limit to arrive on time or to break any other traffic regulation. If you are running late, please stop and telephone to advise that you are delayed.

#### 2.4.1 Fatigue and Road Accidents

The Company will take all measures to ensure the safety and wellbeing of its drivers. For site staff and operatives, distances to and from sites will be assessed and measures implemented to manage driver fatigue.

For travel to and from work and for travel while at work (HGV drivers), risk assessments will be carried out covering distance, journey time, road conditions, time required for arrival, shift durations, among other factors to ensure that driver safety is assured and fatigue mitigated.

Measures for alleviating fatigue may include arrangement of temporary accommodation where it is felt that the distances and driver time are too great.

The Company expects all Company drivers to have read and understood the following ROSPA advice on Fatigue and Road Accidents (also available from your Documents area on People HR):

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### Fatigue and Road Accidents (cont'd)

- Driver fatigue is a serious problem resulting in many thousands of road accidents each year. It is not possible to calculate the exact number of sleep related accidents, but research shows that driver fatigue may be a contributory factor in up to 20% of road accidents, and up to one quarter of fatal and serious accidents.
- These types of crashes are about 50% more likely to result in death or serious injury as they tend to be high speed impacts because a driver who has fallen asleep cannot brake or swerve to avoid or reduce the impact.
- Sleepiness reduces reaction time (a critical element of safe driving). It also reduces vigilance, alertness and concentration so that the ability to perform attention-based activities (such as driving) is impaired. The speed at which information is processed is also reduced by sleepiness. The quality of decision-making may also be affected.
- It is clear that drivers are aware when they are feeling sleepy, and so make a conscious decision about whether to continue driving or to stop for a rest. It may be that those who persist in driving underestimate the risk of actually falling asleep while driving. Or it may be that some drivers choose to ignore the risks (in the way that drink drivers do).
- Crashes caused by tired drivers are most likely to happen:
  - on long journeys on monotonous roads, such as motorways
  - between 2am and 6am
  - between 2pm and 4pm (especially after eating, or taking even one alcoholic drink)
  - after having less sleep than normal
  - after drinking alcohol
  - if taking medicines that cause drowsiness
  - after long working hours or on journeys home after long shifts, especially night shifts.
- How to avoid falling asleep at the wheel. The Highway Code (Rule 91) gives the following advice:
- Driving when you are tired greatly increases your accident risk. To minimise this risk:

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### Fatigue and Road Accidents (cont'd)

- Make sure you are fit to drive.
- Do not begin a journey if you are tired.
- Get a good night's sleep before embarking on a long journey.
- Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.
- Plan your journey to take sufficient breaks.
- A minimum break of at least 15 minutes after every two hours of driving is recommended
- If you feel sleepy, stop in a safe place. Do not stop on the hard shoulder of a motorway.
- The most effective ways to counter sleepiness are to drink, for example, two cups of caffeinated coffee and to take a short nap (up to 15 minutes).
- Most of the things that drivers do to try to keep themselves awake and alert when driving is ineffective and should only be regarded as emergency measures to allow the driver time to find somewhere safe to stop.
- Drinking at least 150 mg of caffeine and taking a nap of around 15 minutes are the only measures that help to reduce sleepiness. But even these are temporary measures; sleepiness will return if the driver does not stop driving within a fairly short period of time.
- The safest option is for drivers to avoid driving when sleepy, when they would normally be sleeping or when they are ill or taking medication which recommends not driving or using machinery.
- It is crucial that drivers plan journeys, especially long ones involving driving on motorways or other monotonous roads.

### 3.0 Mobile Phones in Vehicles & In-Vehicle Technology

The Company policy on the use of mobile phones in vehicles and in vehicle technology is as follows:

- Mobile phones, smart phones and in-vehicle technology issued by

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### Mobile Phones in Vehicles & In-Vehicle Technology (cont'd)

the Company are provided to assist with your duties. The Company will not insist that you use your mobile phone, smart phone and in-vehicle technology while driving. The same applies to personal mobile phones and in-vehicle technology used in vehicles whilst at work.

- The use of handheld mobile phones whilst driving is illegal and is not permitted. (This includes phones with microphones and earpieces). The Company will not accept any liability for any fixed penalty payments or fines as a result of staff being convicted.
- Any employees who do not comply with this policy will be subject to disciplinary action.
- In law, you must have proper control of your vehicle at all times. If the use of a phone or in-vehicle technology affects your control of the vehicle, causes you to drive without due care and attention or causes you to drive in a careless or dangerous manner, you could be prosecuted, receive a fine, disqualification or a prison sentence.
- Employees and Managers should avoid calling staff when it is known or suspected that they may be driving. Handheld phones/devices must only be used when the vehicle is properly parked, and the engine switched off. It is illegal to use a mobile phone whilst driving. This includes whilst stationary at traffic lights, in a traffic jam or in slow moving traffic.
- Handheld phones/devices may be used on the hard shoulder when the vehicle is stopped and the engine off. However, you may only stop on the hard shoulder in the case of an emergency.
- If you do not have a hands-free car kit or Bluetooth system, the phone should be switched off or switched to your voicemail service while driving and messages taken when you take a break in the journey.
- If you have a hands-free kit, it must conform to the Department of Transport guidelines. The phone should be placed in the cradle while driving and caution used in its use when driving. Keypad actions should be minimised by using pre-sets for most commonly

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### Mobile Phones in Vehicles & In-Vehicle Technology (cont'd)

used numbers. Dialling full numbers must be restricted to when the vehicle is stationary.

- The selection of music on a handset whilst driving is prohibited. As with telephone use, keypad actions for selecting music on the vehicle's console (Aux or Bluetooth) should be kept to a minimum. It is advisable to set a playlist before beginning a journey.
- To send and receive text messages or e-mails, the vehicle should be properly parked, and the engine switched off.
- You must not attempt to make or receive texts or e-mails while driving. The same applies to other mobile phone messaging or social media services and applications such as WhatsApp or Facebook.
- The same rules as above apply when using a smart phone or tablet for route navigation (map applications).
- A Sat Nav, where used correctly, can be of great benefit. However, a poorly used Sat Nav can cause distraction and increase the risk of an accident.
- Over-reliance on Sat Nav technology must be avoided, particularly by HGV drivers. HGV drivers should ensure that they pre-plan routes, including ensuring accuracy of destination and correct routing according to vehicle size (allowing for road restrictions). Restrictions on roads and timings on delivery must also be incorporated in LGV driver planning.
- When using a Sat Nav, all destinations should be entered while the vehicle is stationary in a safe place. Drivers should stop if it is necessary to take their eyes off the road to check routes.
- A Sat Nav should not impair vision when positioned inside the vehicle. A Sat Nav should not be positioned where it is likely to cause injuries in the event of a collision.
- It is the responsibility of the driver to ensure that they are not likely to be distracted. All in-vehicle distractions should be kept to a minimum.

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### Mobile Phones in Vehicles & In-Vehicle Technology (cont'd)

- Employees will be responsible for the payment of any fines imposed for the use of mobile phones and hand-held devices when driving.
- The Company accepts no responsibility for any accident caused whilst the employee is using a mobile phone or hand-held device, hands free or otherwise.
- Failure to comply with this clause of the policy may be seen as a disciplinary offence and may result in disciplinary action being taken including, where appropriate, dismissal for gross misconduct.

### 4.0 Trackers

Trackers may be fitted to any vehicle in order to protect a Company asset as well as allowing the Company to monitor usage and manage our vehicle fleet more efficiently. Theft and loss of vehicles has meant that the Company will fit trackers to our entire vehicle fleet and to avoid a large increase in our insurance premiums. The Company also reserves the right to use tracking information for reasons of legal and Company compliance in such matters as the illegal or unauthorised use of vehicles (out-of-hours van use, for example): Trackers may be anti-theft units or 'Real Time' trackers which have the ability to record location, speed, direction of travel, duration of journey, fuel usage and mileage as well as erratic driving.

Drivers will be advised of the presence of trackers on their vehicles, the data that will be recorded and which managers in the Company will have access to the information.

All data collected will be managed, used, stored and deleted under the rules of the Company Data Protection Policy.

Drivers should be aware that notifications received from the tracking Company(s) of individuals driving outside the limits of set rules e.g. speeding, may be subject to warnings or disciplinary action regarding the occurrence and their future driving conduct.

If a driver or any other staff member becomes aware of the theft of a vehicle the tracking Company and the Plant Manager/Director should be immediately informed in order that the police can be alerted.

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### 5.0 Engine Idling

Running your engine unnecessarily while your vehicle is stationary pollutes the environment and is against the law on a public highway. An idling engine can produce up to twice as many exhaust emissions as an engine in motion.

Exhaust emissions contain a range of air pollutants can affect the air quality of the surrounding environment and the air we breathe, and are known causes of heart disease, lung cancer and asthma.

How to avoid unnecessary engine idling:

- Turn off your engine if it looks like you could be waiting for more than a minute or two.
- Turn off your engine when stationary, e.g. on the road outside an office/shop, when outside your house, when collecting someone/dropping them off and whilst loading/unloading.
- Avoid idling whilst waiting in car parks, petrol stations, lay-bys, set down and pick up points.

### 6.0 Accident Procedure

A driver should never make an admission of liability, either verbally or in writing. However, you must obtain the information listed below in order that the Company is protected in the event of a claim. Any correspondence received from third parties involved in any accident should be left unanswered and be passed to Steve O'Donnell – Insurance Manager, at Head Office immediately.

Drivers must report all road incidents including those which may be considered to be 'near miss' incidents. Please request a vehicle accident form from Steve O'Donnell – Insurance Manager.

### 6.1 Information to be recorded if possible

- Date, time and place of accident.
- Details of other vehicles involved.

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### Information to be recorded if possible (cont'd)

- Full name and address of other drivers and vehicle owners.
- Make and registration number of other vehicles.
- Insurers of vehicle and Certificate Number.
- Details of injuries sustained.
- A sketch showing road names, road markings, road signs, the paths of all parties leading up to the accident and the position of all parties.
- Weather conditions.
- Photographic evidence where possible.
- Any other relevant information.
- Full details including sketch of the incident and your opinion as to who is responsible and why (Company Accident Report Form AA17).

### 7.0 Use of Employees' Motor Vehicles on Company Business

- If you need to use your own car on Company business, you should only do so with the prior approval of your Manager, and you should ensure that the vehicle is appropriately insured, taxed and has a valid MOT and that you hold a current, valid driving licence.
- The Company cannot be held liable for damage to or theft from employees' or visitors' vehicles while parked or in use on the Company's premises, whilst on Company business or on any of its construction sites.
- Payment for fuel for an employee's vehicle which is used in connection with Company business is solely at the Company's discretion.
- Any authorised travelling expenses incurred in undertaking Company duties in your own motor vehicle will be reimbursed by the Company, according to the number of miles travelled in accordance with Inland Revenue guidelines.

### 8.0 Additional rules for car drivers

- Do not carry more passengers than the vehicle is intended to carry.
- No more than 10 Litres (2 gallons) of petrol in approved containers may be carried inside a Company car.

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### Additional rules for car drivers (cont'd)

- No more than 25 Litres (5 gallons) of derv in approved containers may be carried inside a Company car.
- LPG cannot be carried in cars.
- Towing – see section for Towing.

### 9.0 Additional rules for HGV drivers

- The Company will employ drivers with the following licences for its HGV fleet:
  - Class 1 articulated vehicles, includes towing.
  - Class 2 rigid vehicles not including towing.
- Full details of the coverage of Class 1 and Class 2 licences is available from Dean Hudson, Plant Manager/Director.
- Professional drivers must comply with drivers' hours rules.
- The Company will take the following considerations into account when assessing driver fitness:
  - Does the LGV driver possess a valid medical certificate?
  - High risk drivers must be medically examined.
  - All drivers must be able to satisfy the requirements of the Highway Code regarding eyesight.
  - Drivers who are taking a course of medication which may affect their ability to drive must inform their supervisor.
  - Is the driver working towards or have they completed their CPC?
- Do not carry more passengers than the vehicle is intended to carry.
- Drivers are responsible for ensuring that they do not overload their vehicles. Overloading is a Road Traffic Offence which will result in prosecution of the individual driver and may affect the Company's operating licence. Drivers must be aware of the carrying capacity of their vehicles as well as the weight of the loads to be carried.
- Drivers of LGV's and lighter load carrying vehicles must ensure that loads are properly secured with suitable straps, ropes or chains. Drivers of tipper lorries must ensure that load sheeting is available to prevent release of dust, paper etc. during transport.

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### Additional rules for HGV drivers (cont'd)

Drivers must ensure that they conform to national or identified speed restrictions, weight limits and height limits both for the vehicle and the highway. Drivers must be aware of the height and width of their vehicle.

- Towing – see separate section on Towing.
- Drivers of HGVs must ensure that working hours do not exceed those allowed, that the relevant breaks are taken and that the tachograph records are properly maintained.
- Drivers are responsible for daily vehicle checks and maintenance such as checks on oils, water, brake fluid, hydraulic fluid, wipers, windscreen wash, lights, brakes, horns flashing lights, tipping gear, tyre tread and tyre inflation. wheel nuts, tachographs, fifth wheel coupling and safety chain (where applicable), airline, electrical connections as well as completing a walk around security and condition check.
- Any concerns over the safe working of the vehicle should be individually relayed to the Plant Hire Department for diagnosis and attention.
- All plant and equipment carried must be cleaned to prevent mud or stones coming loose and dropping on the road during transport. Similarly, loose plant and equipment (e.g. Drill rods, drill bits, hoses etc.) must be properly secured whilst in transit. Both the above can cause serious accidents if they fall and hit other fast-moving vehicles.
- LGV's with restricted rear visibility working on sites (e.g. tipper lorries) will be fitted with reversing aids which must be used while reversing i.e. audible reversing horns, rear reversing cameras or tailgate mirrors.
- Drivers of wide, long or overweight loads must take special precautions to ensure that the load has suitable warning signs, the vehicle has flashing amber warning lights and that permission and approval for the route has been given by the police or highway authority.
- Plan routes to avoid restrictions e.g. bridges, tunnels, level crossings, bridges with weight limits.
- Take care when using Sat Nav equipment or smart phone map apps as you can be directed along roads that are unsuitable for heavy vehicles.

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## Rules for Driving Company Vehicles

### Additional rules for HGV drivers (cont'd)

- LPG cannot be carried on HGV vehicles without authorisation from the Plant Manager/Director and the correct safety signing and fire protection measures in place.
- No more than 10 Litres (2 gallons) of petrol in an approved container may be carried on an HGV vehicle.
- No more than 100 Litres (23 gallons) of derv in approved containers may be carried on an HGV vehicle.

### 10.0 Additional rules for mini-bus drivers

- The driver of a Company mini-bus is responsible for ensuring that the official seating capacity of the vehicle is not exceeded.
- The driver should ensure all of the vehicle's exit doors can be freely opened. Defects should be reported immediately.
- Flammable materials, such as petrol, butane and propane gases and derv, should not be transported in minibus type vehicles when passengers are carried.
- Drivers of mini-buses fitted with tachographs must ensure that working hours do not exceed those allowed, that the relevant breaks are taken and that the tachograph records are properly maintained.
- No more than 10 Litres (2 gallons) of petrol in approved containers may be carried inside a mini-bus.
- No more than 25 Litres (5 gallons) of derv in approved containers may be carried inside a mini bus.
- LPG must not be carried in mini buses.
- Maximum weight limits must be strictly observed.

### 11.0 Additional rules for van drivers

- Do not carry more passengers than the vehicle is intended to carry.
- Drivers are responsible for ensuring that they do not overload their vehicles. Overloading is a Road Traffic Offence which will result in prosecution of the individual driver and may affect the Company's operating licence. Drivers must be aware of the carrying capacity of their vehicles as well as the weight of the loads to be carried.

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## Rules for Driving Company Vehicles

### Additional rules for van drivers (cont'd)

- Drivers of vans must ensure that loads are properly secured before travelling. This is particularly important for vans that are fitted with additional rear seats i.e. 3 seater or 5 seater vehicles.
- No more than 10 Litres (2 gallons) of petrol in approved containers may be carried inside a Company van.
- No more than 100 Litres (22 gallons) of derv in approved containers may be carried inside a Company van.
- LPG must not be carried in any van unless authorisation has been given by the Plant Manager/Director to determine; type of gas, number and weight of cylinders, ADR licence requirement, firefighting equipment etc based on the Department of Transport Guidance Note 27 Guidance for the Carriage of Gas Cylinders on Vehicles Revision 1: 2015.
- LPG must not be carried in any van unless authorisation has been given by the Plant Manager/Director to determine; type of gas, number and weight of cylinders, ADR licence requirement, firefighting equipment etc based on the Department of Transport Guidance Note 27 Guidance for the Carriage of Gas Cylinders on Vehicles Revision 1: 2015.

### 12.0 Additional rules for pick-up drivers

- Do not carry more passengers than the vehicle is intended to carry.
- Drivers are responsible for ensuring that they do not overload their vehicles. Overloading is a Road Traffic Offence which will result in prosecution of the individual driver and may affect the Company's operating licence. Drivers must be aware of the carrying capacity of their vehicles as well as the weight of the loads to be carried.
- Drivers of pick-ups must ensure that loads are properly secured with suitable straps, ropes or chains and must ensure that load sheeting is available to prevent release of dust, paper etc. during transport.
- Drivers must ensure that they conform to identified weight limits and height limits both for the vehicle and the highway.
- Gross vehicle weight for Company pick-ups is 3500kg (i.e. no tachograph).
- Towing – see section for Towing.
- Drivers of pick-ups fitted with tachographs must ensure that working

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## Rules for Driving Company Vehicles

### Additional rules for pick-up drivers (cont'd)

hours do not exceed those allowed, that the relevant breaks are taken and that the tachograph records are properly maintained.

- No more than 9 Litres (2 gallons) of petrol in approved containers may be carried on a pick-up.
- No more than 500 Litres (110 gallons) of derv in approved containers may be carried on a pickup.
- LPG must not be carried in any pick-up unless authorisation has been given by the Plant Manager/Director to determine; type of gas, number and weight of cylinders, ADR licence requirement, firefighting equipment etc based on the Department of Transport Guidance Note 27 Guidance for the Carriage of Gas Cylinders on Vehicles Revision 1: 2015.

### 13.0 Additional rules for drivers carrying hazardous goods

- Drivers carrying dangerous goods must have an ADR licence.
- Dangerous goods include the carriage of diesel for delivery to sites where the volume exceeds 1,000 litres (220 gallons).

### 14.0 Additional rules for Towing

The Company prohibits Towing unless specific authorisation is given to an individual by the Plant Manager/Director. These restrictions cover items such as gross vehicle weights for tachograph thresholds; gross vehicle weights including the towed item; maximum towing weights and business and private use.

If a request is made to facilitate a vehicle for towing (a trailer, an item of plant, e.g. compressor) or for private use (e.g. caravan) and this request is approved, the Plant Manager/Director will provide the specific restrictions that apply to towing for that vehicle.

Towing may be granted upon application by Contracts Manager on a job-specific basis should there be a contractual requirement. In this case, towing will be granted for the duration of the contract and rescinded at its termination. For private use the individual may be requested to pay for the provision and installation of towing equipment.

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## Rules for Driving Company Vehicles

### 15.0 Hired Vehicles

Any type of vehicle may be hired by the Company to replace or add to its own fleet of vehicles. Vehicles will only be hired by the Plant Hire Department.

Any special restrictions relating to the hired vehicle will be made known to the driver prior to allocation of the vehicle.

The condition of the vehicle must be thoroughly checked when receiving the vehicle, any defects or damage must be recorded and the Plant Hire Department informed. This should include checks on tyres, oil, water, fuel, paintwork, wheels etc. Similar checks should be made when the vehicle is returned including whether it should be returned with full or empty tank of fuel.

### 16.0 Breakdown and Rescue

All Company vehicles have breakdown cover supplied as follows:

- New vehicles under warranty may have manufacturers breakdown cover.
- All other vehicles will be covered under an AA Breakdown Policy

You will be supplied with a membership card or contact details for emergency breakdown.

If you breakdown you should follow the following procedure:

- Move the vehicle off the road – if safe to do so.
- Immediately contact the plant Department to inform the Company.
- Immediately contact the breakdown service.
- If necessary, use an emergency phone on the motorway.
- If the vehicle is in a dangerous position such as the hard shoulder of the motorway, all occupants should immediately move to a position of safety away from the road.

### 17.0 Driving Outside the UK

Company vehicles are only permitted to operate outside the UK with:

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## Rules for Driving Company Vehicles

### Driving Outside the UK (cont'd)

- written permission from the Company Insurance Manager (Steve O'Donnell).
- For driving outside the UK drivers must be aware of the differing laws, rules and requirements which must be observed together with any mandatory equipment that must be carried (e.g. France – includes; spare bulbs, warning triangle, breathalyser kit, GB sticker, headlamp stickers etc).
- Costs of breakdowns outside the UK which occur during non-Company travel must be borne by the driver.
- Driving fines incurred whilst driving outside the UK must be borne by the driver.

### 18.0 Motorway Driving

Full guidance on motorway driving can be found at <https://www.gov.uk/guidance/the-highway-code/motorways-253-to-273>. A selection of information is summarised here, for the benefit of Company vehicle drivers. All drivers of Company vehicles are required to adhere to laws and Government guidelines when driving on the motorway.

Traffic on motorways usually travels faster than on other roads, so you have less time to react. It is especially important to use your mirrors earlier and look much further ahead than you would on other roads.

When you can see well ahead and the road conditions are good, you should:

- Drive at a steady cruising speed which you and your vehicle can handle safely and is within its speed limit.
- Keep a safe distance from the vehicle in front and increase the gap on wet or icy roads, or in fog.

You must not exceed:

- A speed limit displayed within a red circle or sign.
- The maximum speed limit for the road and for your vehicle.

Keep in the left lane unless overtaking.

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

- If you are overtaking, you should return to the left lane when it is safe to do so.
- Be aware of emergency services, traffic officers, recovery workers and other people or vehicles stopped on the hard shoulder or in an emergency area. If you are driving in the left lane, and it is safe to do so, you should move into the adjacent lane to create more spaces between your vehicle and the people and stopped vehicles.

The right-hand lane of a motorway with three or more lanes **MUST NOT** be used if you are driving:

- Any vehicle drawing a trailer.
- A goods vehicle with a maximum laden weight exceeding 3.5 tonnes but not exceeding 7.5 tones, which is required to be fitted with a speed limiter.
- A goods vehicle with a maximum laden weight of 7.5 tonnes.

For information on Company vehicle weights, please contact Dean Hudson, Plant Director.

Do not overtake unless you are sure it is safe and legal to do so. Overtake only on the right. You should:

- Check your mirrors.
- Take time to judge the speeds correctly.
- Make sure that the lane you will be joining is sufficiently clear ahead and behind.
- Take a quick sideways glance into the blind spot area to verify the position of a vehicle that may have disappeared from your view in the mirror.
- Remember that traffic may be coming up behind you very quickly. Check all your mirrors carefully. Look out for motorcyclists. When it is safe to do so, signal in plenty of time, then move out.
- Ensure you do not cut in on the vehicle you have overtaken.
- Be especially careful at night and in poor visibility when it is harder to judge speed and distance.

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

Do not overtake on the left or move to a lane on your left to overtake. In congested conditions, where adjacent lanes of traffic are moving at similar speeds, traffic in left-hand lanes may sometimes be moving faster than traffic to the right. In these conditions you may keep up with the traffic in your lane even if this means passing traffic in the lane to your right. Do not weave in and out of lanes to overtake.

You must not stop on any carriageway, emergency area, hard shoulder, slip road, central reservation or verge except in an emergency, or when told to do so by the police, traffic officers, and emergency sign or by flashing light signals.

**DO NOT** stop on any part of the motorway to make or receive mobile telephone calls, except in an emergency.

You **MUST NOT** pick up or set down anyone, or walk on a motorway, except in an emergency.

On leaving the motorway or using a link road between motorways, your speed may be higher than you realise – 50 mph may feel like 30 mph. Check your speedometer and adjust your speed accordingly. Some slip-roads and link roads have sharp bends, so you will need to slow down.

### Breaking down on the Motorway

Thousands of vehicles break down on the Strategic Road Network every year. Many of the drivers of these vehicles risk their lives attempting to fix the issue themselves at the side of a high speed road. Tragically, a M6 J16-19 employee recently tried to do this and was subsequently hit by a passing HGV and died.

If there is one thing you do today, please read the safety tips given below and pass on to friends and family. You are responsible for your own safety – don't put yourself at risk.

1. Make sure you are in a safe place: Move your vehicle off the road if possible (watch out for soft verges), or pull up onto the hard shoulder if you're on a

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

- motorway and unable to leave at the next exit. Ensure you stop as far left as you possibly can.
- Put your hazard warning lights on: If it's dark or foggy, keep your sidelights on also.
  - Stay well away from moving traffic: If possible exit the vehicle from the non-live side of traffic and wait behind the barrier.
  - Wear a reflective Jacket: If you have one in your vehicle put it on.
  - Mobile phone: If you don't have a mobile phone then walk to an SOS phone on your side of the carriageway following the arrows on the posts at the back of the hard shoulder. This phone is free to use.

### Go Left!

Millions of journeys are made every day on the country's busiest roads – motorways and major A-roads – and most are incident free. But around 600 journeys a day involve a breakdown, and when you are on a busy motorway that can be frightening.

In March 2021, National Highways launched the Go Left! Campaign, which advises drivers who have broken down but cannot leave the motorway according to the following guidelines:

If your vehicle has a problem, or you get into trouble on a motorway, stay calm and try to exit at the next junction or motorway services area. If that's not possible:

- Put your indicators on.
- Move into the left-hand lane.
- Enter the next emergency area.
- Put your hazard lights on.
- Get behind a safety barrier where there is one – keep well away from moving traffic.
- Call National Highways on **0300 123 5000**, then a breakdown provider for help.

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

#### If you need to stop on a motorway with no hard shoulder

#### Go Left

- If you get into trouble on a motorway, most vehicles can be driven to an emergency area.
- These are spaced regularly, are painted orange and are marked with blue signs featuring an orange SOS telephone symbol, to indicate the distance to the next one.

#### Get Safe

- Switch your hazard warning lights on, even during the day. If it's dark, use side lights and in poor visibility use fog lights.
- If it's safe and you can get out with any passengers, exit your vehicle via the left-hand door and get behind a safety barrier where there is one. They offer extra protection.
- Gather any items you may need, such as mobile phone, coat, hi-vis clothing, food, drink and medication. Take care if getting items from the boot.
- It's safer to leave pets in your vehicle, even if you think they may become upset. This is because your pet may become scared, run into the traffic and cause a collision. Only remove pets in an emergency. Keep them under proper control on the verge and behind the safety barrier, if there is one.
- Keep well away from your vehicle and moving traffic, even if it's raining, cold or dark.
- If you're on a verge, be aware of any unseen hazards, such as uneven ground or debris.

#### Get Help

- Use the free emergency telephone which connects you to a National Highways regional operations centre and identifies your location.
- Alternatively use your mobile phone to call National Highways on 0300 123 5000 if you're unable to exit your vehicle

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

- National Highways will give you further advice and assistance based on your circumstance.
- After your call to National Highways (and the emergency services if required), contact a breakdown provider. They may give you additional instruction.

### Get Back on the Road Safely

Do not exit an emergency area without speaking to National Highways first. National Highways can close the lane to help you re-join the motorway safely. National Highways can also set signs and warn approaching traffic that you're about to exit and emergency are.

### If you need to stop on a motorway with a hard shoulder

#### Go Left

- Move left onto a hard shoulder, left-hand verge.
- Leave space so that you can get out of your vehicle from the side furthest from traffic.
- Try to stop near an emergency telephone; these are spaced at approximately one mile intervals along motorway hard shoulders.

### Get Safe and Away from Moving Traffic

- Switch your hazard warning lights on, even during the day. If it's dark, use side lights and in poor visibility use fog lights.
- If it's safe and you can get out with any passengers, exit your vehicle via the left-hand door and get behind the safety barrier where there is one. They offer extra protection.
- Gather any items you may need, such as mobile phone, coat, hi vis clothing, food, drink and medication. Take care if getting items from the boot.
- It's safer to leave pets in your vehicle, even if you think they may become upset. This is because your pet may become scared, run into the traffic and cause a collision. Only remove pets in an emergency. Keep them under proper control on the verge and behind the safety barrier, if there is one.

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## Rules for Driving Company Vehicles

### Motorway Driving (cont'd)

- Keep well away from your vehicle and moving traffic, even if it's raining, cold or dark.
- If you're on a verge, be aware of any unseen hazards such as uneven ground or debris.

### Get Help

- Use the emergency telephone, which connects directly to one of National Highways regional operations centres and identifies your location. Take care while getting to and from an emergency phone.
- Stay behind the safety barrier where there is one, and you're able to do so.
- Alternatively, use your mobile phone to call us on 0300 123 5000 if you're unable to exit your vehicle or get to a free emergency telephone.
- National Highways will give you further advice based on your circumstances, and can help arrange further assistance to you.
- After your call o National Highways, contact your breakdown provider. They may give you additional instructions.

### Get Back on the Road Safely

Build up speed, use your indicators and watch for a gap in the traffic to re-join the carriageway safely. Be aware that other vehicles may be stationary on the hard shoulder or in the lay-by ahead of you.

### IF YOU CAN'T GO LEFT, REMEMBER:

- **Seatbelts**
- **Hazards**
- **999**
- If you are unable to exit the vehicle and get to a safe place, have stopped in a live traffic lane or feel your life is in danger:
  - **Stay in your vehicle with your seatbelt and hazard lights on**
  - **Call 999 immediately.**

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## Rules for Driving Company Vehicles

### 19.0 Smart Motorways

Smart Motorways use technology to control the flow of traffic, reduce congestion and improve journey times. There are three types of smart motorway in the UK:

- Dynamic Hard Shoulder: where the hard shoulder is temporarily opened up to traffic.
- All-lane Running: where the full width of the road is usable with emergency refuge areas alongside.
- Controlled motorway: with three or more lanes, a hard shoulder and variable speed limits.

Drivers of Company vehicles are required to drive on smart motorways, according to the following guidelines:

- Never drive in a lane closed by a red 'X' – This is illegal. Drivers who drive in an 'X'-marked lane endanger the lives of other motorists and anyone who may be working in the closed lane. The Company will consider any driving of a Company vehicle as misconduct and will investigate all instances of same. Disciplinary action and dismissal may result.
- Keep to the speed limits shown on the signs. National Highways users sensors and cameras to monitor traffic volumes, with limits set accordingly.
- A hard shoulder is always represented by a solid white unbroken line. If there is no speed limit displayed, or there is a red 'X' above it, do not use it, except for the case of an emergency.
- A broken white line indicates a normal running lane.
- If the hard shoulder is being used as an extra lane, use the designated emergency areas for emergencies.
- As on any motorway, you should always drive in the left-hand lane when the road ahead is clear.
- You must not drive on the hard shoulder, except in an emergency, if instructed by Police or National Highways, or if permitted by Smart Motorway signs.
- If you experience difficulties with your vehicle, whilst driving on a smart motorway, exit the motorway immediately.
- If you break down, put your hazard lights on.

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## Rules for Driving Company Vehicles

### 20.0 Fleet Operator Recognition Scheme (FORS) and Driving for Better

#### Business (DfBB)

As part of the Company's FORS responsibilities, drivers of Company vehicles within the FORS scope are required to adhere to the requirements of the FORS Standard. Requirements include:

- Entering mileage at point of sale, when using Company fuel card (AllStar One fuel card).
- Conducting walkaround checks and reporting defects.
- Notification to HR and to Plant Dept of licence changes.
- Keeping vehicle in good, clean order.
- Undertaking regular eLearning modules, concerned with safety, driving standards, among other topics.

The Company is committed to the National Highways Driving for Better Business (DfBB) initiative.

### 21.0 Emergency contact details

Name	Telephone	Mobile
Dean Hudson – Plant Manager/Director	0121 505 1010	07721 656471
Clark Hodgetts – Assistant Plant Manager	0121 505 1010	07854 303545
Steve O'Donnell – Insurance Manager	0121 505 1010	07710 354254
AA Breakdown Cover	0800 420420	
Cobra Tracker	0844 239 0035	
Cobra Tracker from Abroad	+44 (0) 208 305 2026	

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**Rules for Driving Company Vehicles**



**ACKNOWLEDGEMENT SLIP**

I acknowledge that I have received, read and understood the document entitled "Driving Handbook" and agree to comply with all the conditions set therein, and to any other Regulations or Codes of Practice that may apply.

**Name (Print):** .....

**Staff No:** .....

**Signed:** .....

**Date:** .....

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