
DRIVING FOR WORK POLICY

Overview

This policy defines the Company's commitment to managing the health, safety and wellbeing of its drivers (including drivers of its fleet vehicles, its grey fleet drivers and drivers of hired vehicles as well as its contribution to its communities in ensuring the safety of other road users). The policy forms part of a suite of related documents, including the Driving Handbook, the Company Car Policy, the Vehicle Mileage Reporting Policy and all of the Company's interconnected FORS policies. This policy will be updated and published annually.

Background

Statistics show a third of all road traffic accidents involve somebody who is driving for work and being the most likely road users to be involved in a serious or fatal road traffic accident. The Company's specific legal duties include:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Road Traffic Acts (1972; 1988 and 1991)
- Highways Act 1980
- Road Vehicle (Construction and Use) Regulations 1986.

The Company is also bound under its duties and commitments to various standards and initiatives, including:

- Fleet Operator Recognition Scheme (FORS)
- Driving for Better Business (DFBB).

Managing the Risks

As well as adhering to its statutory, regulatory and commercial obligations, the Company takes pride in promoting a culture of health and safety in all areas of its operations and endeavours to ensure the wellbeing of its drivers through learning, support and community. As with all aspects of the Company's business, risk management informs the approach to driving for work and comprehensive risk assessments are published in the Company's DFBB folder in the Company Quality Management System with new risk assessments undertaken for any new driving activity.

Potential drivers proposed for authorisation by their line manager will undergo a licence check by the HR Department (within GDPR guidelines) and permission sought from the Company's fleet insurer. Upon authorisation, the driver is expected to read the Driving Handbook, sign the declaration therein, and also read the Highway Code. Grey fleet vehicles and drivers are also bound by these obligations and conventions, details of which can be found in the Company's Company Car Policy and include the requirement of such drivers to ensure vehicle roadworthiness, as well as for those drivers to obtain appropriate business driving insurance cover.

Driving for Work and Driver Training

All Company drivers must read and adhere to the Company Driving Handbook requirements, including (but not restricted to) obligations relating to accidents, driving hours, drugs & alcohol, use of mobile devices, as well as specific requirements for their allocated driving activity (e.g. car/van/HGV drivers). Failure to adhere to these requirements may result in disciplinary action and withdrawal of Company driver authorisation.

P. Forker Plant Hire Ltd (owner of the Company's fleet) is accredited by the Fleet Operator's Recognition Scheme (FORS) and you may be asked to undertake eLearning training and other driving related courses as part of the Company's commitment to road safety and driver awareness.

Inability to Drive

Employees disqualified from driving, deemed unfit to drive by the DVLA or receiving penalty points on their licence must inform their manager immediately. Loss of licence, accumulated penalty points or confirmed reports of unsafe/discourteous driving may result in disciplinary action and withdrawal of driver authorisation.

Driving for Better Business (DFBB)

Consistent with the Company's commitment to Driving For Better Business, the Company requires its drivers to observe the utmost respect, courtesy, care and attention to other road users, pedestrians and the local community when driving, parking or any other use of a Company vehicle.



D Cartwright, Construction Director

1st January 2024