



WORK RELATED ROAD SAFETY POLICY

Policy Statement

The AFE Group is committed to encouraging employees to act safely and sensibly whilst driving on the road on company business. For this reason the following guidelines apply to anyone who has reason to travel by car or van on business regardless of whether this is in a company-supplied vehicle or in a privately owned car.

The AFE Group has issued a comprehensive driver handbook and guide. The Handbook provides a definitive guide to all drivers travelling on work related journeys. The guidelines below are a summary of the minimum requirements of the handbook.

It is a condition of the provision of a company car or van or the payment of any allowance for business use of a private car that these rules are adhered to.

The guidelines and directions contained within this policy should be administered in conjunction with other related Group and business unit policies such as Company Car Policy, Van Policy, Travel Policy, Mobile Phone Policy and accident reporting procedures.

Vehicle Safety

During the lifetime of the vehicle, it is important to ensure that your car remains legal and roadworthy at all times.

Tyres: It is an offence to use a motor vehicle with damaged or defective tyres with read depth below 1.6mm. It is recommended that tyres should be changed at 2mm tread depth.

Routine Checks: The following routine weekly checks should be carried out in the interest of operating efficiency and personal safety:

Engine Oil	Tyre Pressures
Coolant	Tyre tread depths
Hydraulic Fluid	Lights
Windscreen Washers	Wiper Blades
Indicators	Horn
Seat Belts	

Road Fund Licence: It is no longer a requirement for a valid road fund licence to be displayed on a vehicle windscreen, but it is a legal requirement that the vehicle be taxed.

MOT: It is an offence to use a vehicle on a public highway without a current MOT Test Certificate. For Company Vehicle Drivers, you will be reminded by the Company that your vehicle requires a MOT test. It is the drivers responsibility to ensure the MOT test is carried out due time. Private Owned vehicle drivers are responsible for ensure their vehicle as a current MOT certificate at all times. The Company reserves the right to request a copy of valid MOT certificate for company and privately owned vehicles used for business.

Servicing: It is the drivers' responsibility to have their vehicle serviced in accordance with the manufacturers requirements. Servicing should be carried to the standard required by the manufacturer

and service record book properly stamped. It is not acceptable to carry out a service either yourself or by a “best mate”. The Company reserves the right to inspect Service Records of all company and privately owned vehicles used for business.

Repairs/Breakdown: Company Vehicle drivers should contact the company or leasing company (details are provided on receipt of vehicle) in order to arrange repair work or breakdown assistance. For those with privately owned vehicles repairs should be carried out to ensure vehicle remains legal, roadworthy and safe to drive. It is highly recommend that breakdown cover is taken out for vehicles that are used for business.

Insurance: Company Vehicle drivers are covered by the Company’s insurance policy and should follow the accident reporting procedures. For those with private owned vehicles copies of current insurance certificate and driving licence should be given to company’s HR department. Insurance should cover the driver for business use, in addition to commuting. In the case of an accident during a work related journey you should follow your insurers procedures, and inform the company providing details as shown within the Company Accident Reporting procedures.

Safe Driving

The AFE Group take the safety of their own employees and other road-users very seriously. Employees are required to drive on the road in a safe and courteous manner and comply with the appropriate laws and Highway Code. Specifically :

- Drivers must not speed
- Drivers should avoid distractions whilst driving. Distractions may lead to a loss of concentration and drivers failing to anticipate hazards. Examples of distractions include:-
- Smoking is not allowed in company provided vehicles.
- Eating, drinking, manipulating In car audio, Sat Nav or other similar devices is not allowed when driving.
- Use of mobile phones (unless safe to do so and in an appropriate hands free kit) are expressly prohibited whilst driving.
- Drivers should not use other electronic devices such as tablets and PDA’s.
- Drivers must inform their managers of any endorseable offences and must give immediate notice if he or she is, or is likely to be, disqualified from driving. Each business unit will maintain a log of “live” offences.
- If as a result of losing your license you are unable to carry out the duties under your contract of employment then disciplinary action taken may result in termination of your employment.
- Drivers will never be asked to break any speed limits by the company, should this happen, it must be reported to your line manager, Transport Manager or HR Manager immediately.
- The legal speed limits currently in force are as follows

	Motorways	Dual Carriageways	Other Roads
Cars & Car-derived vans (e.g. VW Caddy).....	70	70	60

Rigid Goods Vans up
to 7.5t (e.g. Mercedes

Sprinters; Vito's; Atego's; etc) 70 60 50

Please note that "other roads" includes de-restricted roads – a multi-lane road with no
Central reservation.

- All fines relating to Speeding, parking, congestion charge or any other transport-related offence, are payable by the employee.
- Holders of provisional licences, and drivers holding a full licence who are under the age of 21 are not permitted to drive company vehicles.
- Each new employee may be required to undertake a pre-employment medical. Such a pre-employment medical will cover driver requirements
- At the discretion of the company, any employee who drives for work purposes may be required to undergo an appropriate medical examination or eye test, and driver profiling, assessment or on road training.
- Employees engaged in work related driving must undergo an eye test at least every 2 years or as recommended by their optician.
- Employees must not drive whilst under the influence of alcohol, certain drugs, or any medicines, prescription or otherwise, which might adversely affect their ability or behaviour on the roads. Breach of this rule will be treated as gross misconduct. Alcohol and certain drugs, even in legal quantities, is a factor in driver fatigue and should be avoided before or during a business journey.
- The company reserve the right to restrict the choice of vehicles for any company car user with a poor/reckless driving record.
- The Company expressly prohibits employees from using mobile phones whilst driving unless an appropriate hands-free kit is fitted and in use. It is an offence to use a mobile phone or similar device unless it is mounted in a permanent cradle fitted to the car.
- Unless a hands-free kit is fitted, drivers MUST NOT use their phones whilst driving and should only make calls when safely parked.
- The use of a hands free kit is not an alternative to acting legally, responsibly and safely on the road. Drivers must pay due care and attention to the principle task of driving. If this is likely to be compromised, e.g. in busy traffic, you should not use the phone at all.
- Smoking is not allowed in company provided vehicles being used on company business.
- Driver fatigue is a major cause of road traffic accidents. Drivers have to contend with time pressures, delays, weather extremes, unfamiliar destinations, etc. Planning for breaks during journeys is a basic, but often neglected, way of reducing driver fatigue. If you feel tired during your journey take a rest break. Consider whether it is possible to undertake all or part of your journey by train. Your manager will also consider the provision of overnight accommodation if it instigates excessive driving hours.

- When driving employees should always be aware of potential hazards on the road and be sure they have relevant experience of road and weather conditions that may be encountered. Routes should be planned and appropriately scheduled with suitable time to complete journeys safely.
- Drivers should also be mindful of the height and weight of the vehicle and ensure they are not over laden and drive safely.
- Carrying loads should be properly secured – including tools, papers and general equipment.
- Prior permission must be obtained from the business and its insurers if it is intended to use company vehicle for towing a trailer or caravan; noting that permission will only be granted where drivers are of the required age and hold the necessary licence categories and meet the appropriate highways and weight limit regulations to safely and legally use the highways.
- Van drivers should also be provided with a copy of DFT van driver best practice advice guide.
- All Company Vehicles should be supplied with First Aid kits, Warning Triangle. It is a requirement that all privately owned vehicles should also carry such equipment.
- When Travelling Abroad for work or non work related journeys drivers are responsible of ensuring they have the correct legal requirements for the country visiting. Company Vans should only be taken abroad for work related journeys.

Route Planning

- Management are responsible for ensuring that routes are planned and appropriately scheduled with suitable time to complete journeys safely.

Monitoring

- Each unit will maintain a log of endorseable offences, telematics data and all insurance related accidents as identified in section 1 of this policy.
- This log will be reviewed on a monthly / quarterly basis to identify actions that may be required to further reduce inherent risks.
- Notwithstanding the above if an individual receives two endorsements or has two insurance claims within a 12-month period a review should be undertaken focusing on the competency of the individual. A part of the outcome of this review will be the requirement to undertake a driver profiling assessment and thereafter a driver refresher-training programme. The AFE Group will define this programme.

Discipline

- If an employee fails to maintain their vehicle in a safe, legal and roadworthy condition, or if the employee's driving performance is considered to fall below necessary standards, then disciplinary action may be taken.

Tim Smith
Chief Executive Officer
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