WORDING FOR DRIVER’S HANDBOOK

Safe Driver

Driving Licences

Every employee who drives (either an organisation’s owned vehicle or their own vehicle) as part of their work is required to present a copy of his/her licence (card and counterpart) to XXXXXXXXXXXXXXXXXXXX for inspection on an annual basis.

In the event that, for any reason, a Driver is disqualified from driving, then authority to drive on behalf of the business is automatically withdrawn, from the point at which the driver is made aware of the disqualification.

\*The driving of an organisation’s owned vehicle by an employee’s spouse is permitted provided that they go through the same vetting procedure as an employee who will be driving.

# Private Use

The private use of an organisation’s owned vehicle is restricted to only XXXXXXX (cars).

Where a fuel card is issued to a Driver, it must only be used for the purchase of fuel in connection with the organisation’s business. Misuse of a fuel card is a disciplinary offence and the Driver in question will be liable to disciplinary action.

# Prosecutions, Summonses and Penalty Points

Each Driver must immediately advise XXXXXXXXXXXXX of all Fixed Penalties, Prosecutions, Notices of Intended Prosecutions or Police Summonses that s/he receives and provide a copy of them.

Parking fines should be disregarded in this context with the Driver being responsible for the payment of all such fines.

Each Driver must also immediately advise his or her XXXXXXXXXX of all penalty points s/he is awarded.

All fines payable by a Driver arising from prosecutions, summonses and penalty points are his or her responsibility.

# Medical Conditions

All new drivers, prior to authorisation for driving an organisation’s owned vehicle, may be required to undertake a medical assessment to determine their fitness to drive. This assessment may include testing for presence of illegal substances and drug abuse.

All Drivers must, when requested, provide XXXXXXXXXXXXXXXXXXXXXXX with written confirmation from their General Practitioner of their fitness to drive. Failure to do so will result in driving authorisation being withdrawn.

It is the responsibility of each Driver to advise XXXXXXXXXXXXXXXXXXX of any medical condition that may affect their capability to drive a vehicle, as soon as s/he becomes aware of it. This includes prescribed drugs that may affect your ability to drive.

XXXXXXXXXXXXXXX will maintain current records of, and keep under review, driving related medical conditions of Drivers.

XXXXXXXXXXXXXXx will make every effort to find alternative employment for drivers who are temporarily rendered unfit to drive, as a result of prescribed medication, but who are still able to undertake other duties.

**Eyesight** Drivers mustbe able to read a number plate at a distance of 20.5m in good daylight, using glasses or contact lenses if necessary.

Drivers must inform xxxxxxxxxx if they have a visual impairment which needs to be reported to the DVA.

# Loading of Vehicles

It is the responsibility of each Driver to ensure that his or her vehicle is loaded safely and that the load is properly secured both before setting off and during his or her journey.

Overloading of vehicles is prohibited.

# Training

Drivers are expected to attend defensive driving, legislation or other transport related training courses as organised by XXXXXXXXXXXXXXXXX.

Where a deficiency is highlighted, such as accidents and endorsements XXXXXXXXXXXXXXXXXXXXXXX will offer the appropriate remedial training.

# Smoking in Company Insured Vehicles

Smoking is prohibited in all vehicles. There are no exceptions.

**Driving vehicles whilst intoxicated** Intoxication through drugs or alcohol whilst driving a vehicle is reckless behaviour. Drivers believed to be intoxicated will be suspended, pending an investigation. Intoxication which is deemed to be unacceptable can result in dismissal without notice.

Failure to disclose the use of either legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police this will also result in loss of driving licence and a hefty fine.

**Speeding** It is essential that drivers do not exceed the speed limits of the roads they are travelling on. Persistent speeding and sustained periods of driving at high speeds, as detected by a vehicle’s monitoring system, or speed fines, penalty points or convictions will be considered as reckless behaviour under the organisation’s Disciplinary System and will result in disciplinary action and/or dismissal depending on the circumstances.

**Mobile Phone Policy**

XXXXXXXXXXXXXXX require that all drivers do not use hand held mobile phones (or other electronic equipment) whilst driving. All mobile devices must be stored out of reach of the driver on any journey.

The use of a hands free device is permitted, however the length of all calls must be kept to a minimum and in a case of where these are non-urgent calls the driver should make arrangements to call back when parked up in a safe area with the engine switched off.

It is strictly prohibited to send a text message, browse the internet or e-mail whilst driving.

**Use of privately owned vehicles on behalf of the organisation.**

Drivers must seek authorisation from XXXXXXXXXXXXx before using their own vehicle for work purposes.

One off usage Permission will be given provided:-

* XXXXXXXXXXX has received and inspected a valid (in date) insurance certificate.
* This insurance policy covers the employee driving whilst at work.
* The vehicle has (where necessary) a valid MOT Certificate.

XXXXXXXXXXX is not responsible for damage caused to privately owned vehicles.

**Frequent usage** Permission will be given provided the driver:-

* Adheres to the licence checks outlined earlier in this booklet.
* Has insurance to cover driving whilst at work.
* Ensures that the vehicle has (where necessary) a valid MOT Certificate.
* Adheres to the medical conditions outlined earlier in this booklet.
* Adheres to all the other rules outlined in this booklet.

**Other Requirements** Pets, and in particular dogs, must not be transported in vehicles unless they are housed in a pet carrier which is loaded safely in the vehicle.