WORDING FOR DRIVER’S HANDBOOK

Safe Vehicle

Each Driver must ensure that all legal requirements relating to the condition and use of his or her vehicle are adhered to. These include, but are not limited to the following:-

**Manufacturer’s Handbook**

Each Driver should carefully read and become familiar with his or her vehicle Manufacturer’s Handbook and ensure that the vehicle is operated and maintained in accordance with it.

# Routine Vehicle Checks

It is the responsibility of each Driver to check the following items in accordance with the Manufacturer’s Handbook for his or her vehicle: -

Fluid levels, batteries, tyres, lights, mirrors, indicators, wipers, brakes, seat belts, head-restraints, bodywork, warning devices and vehicle attachments such as lorry mounted cranes, tail gates and side guards.

Each Driver is responsible for ensuring that all fitted warning devices, cameras and mirrors are operational at all times.

Each Driver of an organisation’s owned vehicle is responsible for immediately notifying all necessary vehicle repairs to XXXXXXXXXXXXXXXXXx. This should be done in writing/email but in an emergency may be communicated by telephone.

# Daily (pre journey) checks

* Check the dashboard warning lights both before and after starting the engine
* Check there are no unusual noises once the engine is running
* Check all the lights are both clean and working
* Check the windscreen and all other windows are clean
* Check the vehicle has sufficient fuel
* Check any load is secured properly

# Reporting defects Each driver must promptly report all vehicle defects to his/her line manager or supervisor.

# Vehicle condition checks

XXXXXXXXXXXXXXXXXxx (person) will be responsible for vehicle spot checks (without prior notice) to ensure that the vehicle is being kept in good condition.

# Servicing and maintenance

Drivers are responsible for ensuring that servicing according to the Manufacturer’s Handbook is carried out on time. Regular maintenance will save time, money and aggravation. 50% of roadside breakdowns are the result of poor maintenance.

**Winter Protection**

It is the responsibility of each Driver to ensure that the amount of antifreeze/coolant in his or her vehicle is always sufficient during the winter months. If damage is caused due to insufficient antifreeze/coolant, the cost of repair may be charged to the Driver.

# Vehicle Modifications Drivers of an organisation’s owned vehicle are prohibited from making modifications to it without the written permission of XXXXXXXXXXXXXXXXx.

# Roof Racks

Roof racks for private use may be fitted at the expense of the Driver. The equipment must be approved by the vehicle’s manufacturer and permission received from XXXXXXXXXX.

Roof racks must not be overloaded.

# Bicycle Racks

Bicycle racks for private use may be fitted at the expense of the Driver. The equipment must be approved by the vehicle’s manufacturer and permission received from XXXXXXXXX.

It is the responsibility of the Driver to ensure that the bicycle rack once fitted does not obscure the vehicle’s rear lights, indicators or driver vision.

# Driver damage penalties

XXXXXXXXXXXX reserves the right to:-

* Charge employees for any cost incurred as a result of damage caused by using the incorrect type of fuel.
* Charge employees for valeting costs if a driver keeps their vehicle in a dirty condition.
* Charge employees who leave the organisation if an organisation’s owned vehicle is returned in a condition that needs valeting or repair.

# Vehicle usage

The use of an organisation’s owned vehicle for any purpose other than Company business or social, domestic and pleasure purposes is expressly prohibited. An organisation’s owned vehicle must not be used for:

* The carriage of goods or passengers for hire or reward
* Racing, competition or rallies
* In connection with business competitive with XXXXXXXXXXXXXXX
* Giving driving tuition either freely or in return for payment

# Carriage of Passengers

In general there are no restrictions on transporting passengers other than hitchhikers, who should not be carried. However, at no time must the seating capacity of the car be exceeded and passengers must occupy a factory fitted seat equipped with a seat belt. Passengers should not be carried for hire or reward under any circumstances.

It is the responsibility of each Driver to ensure that s/he and all of his or her passengers wear seatbelts at all times.

**a) Child Car Seat and Seat Belts** All children aged under 12 years who are also less than 135cm (4’5’’) tall must use an appropriate child restraint when travelling in cars. Children aged 12 years or over (or over 135cm tall) must wear a seat belt.

For all children under 14 years it is the Driver’s responsibility to ensure that the appropriate restraint or seat belt is being used by the child.

**Load carrying** Unrestrained loads in cars – especially estates - can cause major accident damage and personal injury by becoming a missile ‘flying’ through the vehicle if the driver brakes or swerves suddenly.

Load restraining features – common in the commercial vehicle sector – are either not fitted or not used by car drivers.

When carrying any type of load (and this can include documents, sales literature and samples, IT equipment, tool boxes and personal items), they must be restrained. Load carrying risks can be minimised by ensuring that your vehicle is capable of safe load carrying.

This means the need for restraining hooks, straps and cargo nets. Smaller items should be inside a storage box, secured in the boot. These requirements apply to all motor vehicles used on company business, regardless of size and use. Drivers should understand that the biggest single “unrestrained” risk is from passengers not wearing a seatbelt or child restraint.

A risk assessment of load carrying by vehicles should be completed to identify safe work practices and drivers who may need additional training. Any additional equipment required such as straps, storage boxes or nets are available on request.

**Towing** It is the driver’s responsibility –

* To ensure the load of any trailer being towed does not exceed the towing vehicle manufacturer’s permissible weights and dimensions (shown in the manufacturer’s handbook).
* Ensure the load is always distributed evenly and secure.
* They have an appropriate driving licence to tow the trailer.