WORDING FOR DRIVER’S HANDBOOK

SAFE JOURNEY

#### Safety Related Equipment Use all safety equipment provided at all times (seatbelts, loading equipment etc).

**Responsible driving**

Drivers must obey the Highway Code at all times.

Drivers should practice responsible driving at all times and pay particular attention to:-

* Ensuring both the driver and all passengers are to wear seat belts (unless a valid medical exemption certificate is held) at all times.
* Be cautious and aware when driving.
* Practice good levels of observation and attention whilst driving.
* Ensure they are fit to drive – both physiologically and psychologically
* Be courteous at all times and respect other road users
* Use appropriate lights in poor visibility.
* Travel at a speed that is within the law and enables the driver to control their vehicle.
* Ensuring the appropriate distance is kept between your vehicle and the one in front.

This list is not exhaustive.

#### Driving Hours and Breaks In order to maximise concentration when driving, the following guidelines are provided:

1. Plan your journey to include a 15 minute break every two hours of driving.
2. Allow plenty of time for your journey.
3. Plan your route well in advance.
4. Plan your workload carefully.

Remember; if you feel tired or drowsy, find a safe place to make a stop and take a break. Feeling tired at the wheel can affect your ability to concentrate, correctly perceive, assess and respond to road hazards and to make safe driving decisions.

**Driver Fatigue**

* Driving when tired significantly increases the risk of having an accident/crash. Statistically it has been proven to be as dangerous as drink driving.
* To minimise this risk of fatigue, drivers should follow the following guidance:
* Is the journey is absolutely necessary; where meetings are concerned consider other methods of communication such as teleconferencing. Consider other means of transport - train/bus?
* Risk assess to ensure that the risk of driver fatigue is reduced.
* Plan work patterns to minimise the likelihood of driver fatigue.
* Drivers should attempt not to drive for more than 2 hours without having a break. Take short, frequent breaks during journeys.
* When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place:
	+ Stop and park safely
	+ Have a high energy or caffeinated drink
	+ Set their alarm or mobile phone
	+ Take a ‘powernap’ for no more than 15 minutes
	+ Do not drive until fully alert

**Journey Planning**

The driver should always –

* Consider if a journey is necessary.
* Plan the route.
* Take breaks as stated earlier in this handbook.
* Be aware of adverse weather conditions.
* They are well enough to drive.
* Check the vehicle is roadworthy.

**Accidents and Breakdowns**

**Accidents**

Procedure (at the scene)

Contact the emergency services if required.

Exchange name, vehicle and insurance details with other relevant parties.

Accident liability **should** **not** be admitted.

Do not make any statements regarding the accident (except to a police officer).

Photograph/Video the incident location from a number of different directions if camera/smart phone is available. Include shots of any vehicles/property damaged.

Road measurements may also be useful to record.

Procedure (post incident)

# Insurance Claim Form

Any accident involving an organisation’s owned vehicle, whether or not a third party is involved, must be immediately reported by the Driver to XXXXXXXXXXXXXX (person).

The driver will complete an insurance claim form.

XXXXXXXXXXX and XXXXXXX (Safety Manager) will investigate any accident where an injury has occurred or the organisation’s owned vehicle is off the road for more than XXX days. Drivers and all other employees travelling in the organisation’s owned vehicle at the time of the accident will be expected to co-operate with the investigation.

Theft

In the event of theft of an organisation’s owned vehicle or contents from it, the Driver must immediately inform the police and notify (XXXXXX) at the earliest opportunity. In these circumstances the Driver will be asked for the Crime Reference number (provided by PSNI). A completed Motor Insurance Theft Claim form will also be required.

Failure on the part of the Driver to immediately report an accident or theft of an organisation’s owned vehicle or contents from it may result in the Authorised Driver being disciplined.

# Reporting Accidents to the Police

The law requires drivers, in the event of an accident and irrespective of how it was caused, to stop. The Police need only be called to the scene if someone has been injured or if it appears that liability will be disputed.

The law also requires that where any other vehicle or roadside property is damaged, or any dog, cat or farm animal is injured then, if the Police are not present at the scene, the accident must be reported to the Police as soon as reasonably practicable within the next 24 hours.

Failure to report an accident to the Police, where appropriate, may result in the driver of the Company Insured vehicle being disciplined.

Failure to stop after an accident and failure to notify the other party or the police, may result in the driver being prosecuted.

# Breakdowns

Should a driver have the misfortune to breakdown they (where possible) should avoid stopping in a dangerous place (such as on a roundabout, or where other road users will have difficulty seeing the vehicle).

The driver should not attempt to repair the vehicle. Call XXXXXXXXXXXX for assistance.

While waiting for the breakdown service to arrive, the driver should switch off the engine, switch on hazard lights and wait away from the vehicle in a safe place away from traffic.

On a motorway this should be beyond the hard shoulder, up the embankment if there is one, or the other of any crash barrier. The driver and any passengers should exit the vehicle from the nearside and never cross the motorway.