

## **DRIVING STANDARDS POLICY**

This Policy is to be issued to all drivers who will be briefed on the contents. It will also be displayed in the YYSI Office.

This Policy will form part of any induction training for new drivers.

### **Driver Responsibilities**

Drivers are responsible for ensuring:

- That they are fit and able to drive the allocated vehicle safely
- That they drive with due care, within the law, and with regard to other road users.
- That they are courteous and do not put themselves in confrontational situations.
- That the vehicles that they drive are in a roadworthy condition and has a current MOT (Where applicable)
- That they undertake a circle check and records the results at the start of each shift.
- That they report any defects to the Operations Manager
- That they report any road-related driving infractions to the Transport Manager
- That in the event of an accident, they report this to the Transport Manager and assists in any investigation which may result from the accident.
- That they inform the Transport Manager of any health issues which may adversely affect the ability to drive.

### **Safe Driving**

- All drivers are to undertake eye tests every 6 months and must wear any corrective items (glasses, contact lenses) required to correct vision.
- Allow extra journey time where weather conditions or traffic dictate.
- Stay calm and relaxed whilst driving and try to avoid situations which could lead to stress or road rage.

### **Speed limits**

At all times drivers will drive within the legal speed limit applicable to the road on which they are driving. In addition, they must give regard to the weather and condition of the road which may mean driving at a speed which is lower than the legal limit.

### **In-vehicle technology**

The use of Mobile Phones whilst driving is prohibited. Whilst not illegal, the company discourages the use of hands-free phones whilst in motion as this can cause distraction.

Satellite Navigation units may be used, but they must not be set, adjusted or otherwise physically interacted with whilst the vehicle is in motion.

### **Drugs and alcohol**

Driving whilst under the influence of drugs or alcohol is illegal and is strictly prohibited. Employees may be subject to random Drug & Alcohol tests.

Be aware that some prescription and off-the shelf drugs can adversely affect the ability to drive. Check with your doctor or pharmacist and check the label on off-the-shelf medication.

### **Driver Fatigue**

Ensure that you are not fatigued whilst driving. This may be particularly an issue during the early hours of the morning. Excessive hours must not be worked.

### **Vulnerable Road Users**

All drivers will undertake a Safe Urban Driving course. They will remain vigilant when driving in situations where vulnerable road users may be at risk.

Drivers will at all times observe the fact that cycle lanes are for cyclists and will not park, or drive within the boundaries of any cycle lane.

### **Breakdowns and collisions**

In the event of a breakdown or collision, the driver will endeavour, if possible, to guide the vehicle to a safe position. Hazard warning lights and amber lights (where fitted) are to be activated. Take care when exiting the vehicle, particularly if in a vulnerable position.

Where a collision has occurred, if safe, check on the condition of the occupants of the other vehicle. Take note of the events leading to the accident and, if safe, take photographs of the scene. Co-operate fully with the authorities where they attend.

Call the Transport Manager or a Director to arrange recovery

A full report is to be made to the office at the earliest opportunity

**Signed:**



**S. Owens**  
Director

Date: 30/06/2018 – Revision 0