

## 4.14 SAFE DRIVING POLICY

### 1. Aim of this policy

LandPro Contractors Limited aim to reduce at-fault crash costs and injuries by promoting a safe driving culture within the organisation.

### 2. Objectives of the policy

- To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

### 3. Code of conduct

While driving company vehicles or own vehicles for work purposes, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or being under the influence of drugs while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Acquiring points leading to suspension of licence
- Any actions that warrant the suspension of a licence.

### 4. Responsibilities as an Employer

LandPro Contractors Limited will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

We will do this by undertaking the following tasks:

Giving priority to safety features when selecting new vehicles, including:

- Only buying and/or hiring vehicles that rate four or more stars on the NCAP (New Car Assessment Program) tests
- Choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags where possible
- Only buying and/or hiring vehicles that are light coloured where practical
- Fitting all vehicles with a first aid kit, fire extinguisher, reflective vest, torch and emergency triangle

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- Servicing the vehicles according to manufacturers' recommendations
- Setting up systems where employees check vehicles oil, water, tyre pressures and general cleanliness on a regular basis
- Keeping maintenance schedules which are completed each time the vehicles are serviced in any way
- Following the maintenance schedules in the vehicles' manuals
- Setting up a system to identify and rectify faults as soon as practicable.

Collecting and collating statistics on incidents, crashes and their causes, including:

- The number of crashes
- Who was thought to be at fault
- The probable causes of the crashes and other contributors, such as unrealistic work schedules
- The financial cost of all crashes
- The number of prosecutions

- The number of near-miss events
- Other costs, such as downtime, compensation claims, and lost productivity.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by requiring all Company personnel who hold a Sentinel Scheme Track Safety Card (PTS) competency or are required to undertake Safety Critical Work on behalf of the Company will be required to adhere to the following requirements with regard to travelling to sites and lodging away:

- Travelling to site between 1½ to 2 hours each way is acceptable.
- Travelling to site between 2 hours and 3 hours, each way:
  - Lodging required. However vehicle sharing is acceptable following approval by the Managing Director/Deputy.
- Travelling to site above 3 hours, each way; Lodging is required in all circumstances.

Travelling time is normally included within the shift time limits. The maximum allowable total of travel time can include an additional one hour at the beginning and one hour at the conclusion of a shift. Works will not be planned to exceed the 14 hours 'door to door' guidance.

Taking into account individual drivers' needs by:

- Requiring non-commercial drivers to take 10-minute breaks every two hours of driving.
- Requiring staff to keep driving logs that are regularly checked by a supervisor or manager.

Identifying driver training needs and arranging appropriate training or retraining, including providing:

- A thorough induction to the company's road safety policies and procedures
- Driver training opportunities to all staff
- Driver assessment and required training as part of all staff inductions
- Advanced driver training or specific practical training as required and identified
- Regular staff briefings or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- Driver training log updates on personnel files.

Encouraging safe driving behaviour by:

- Not paying staff speeding or other infringement fines
- Forbidding the use of mobile phones/hand held devices in vehicles while driving
- Encouraging regular breaks while driving
- Providing taxis and designated drivers to and from work social events
- Providing food and non-alcoholic drinks at work functions
- Ensuring the employer is informed if existing staff become unlicensed.

Encouraging better fuel efficiency by:

- Setting up and promoting a workplace travel plan
- Providing training on, and circulating information about, travel planning and efficient driving habits
- Encouraging the use of other transport and/or remote conferencing whenever practical

## 5. Responsibilities as an employee

Every driver of a company vehicle will:

- Ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle – including renewing their photo card licence when informed by the DVLA
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- Display the highest level of professional conduct when driving a company vehicle

- Regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use
- Comply with traffic legislation when driving
- Assess hazards while driving and anticipate 'what if' scenarios
- Drive within the legal speed limits, including driving to the conditions
- Wear a seat belt at all times
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures - drivers should not drive while taking medicine that might impair their judgment and if there is any doubt, they should ask their GP.
- Avoid distraction when driving – the driver will adjust vehicle stereos/mirrors etc before setting off, or pull over safely in order to do so
- Report any near-misses/hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the crash procedures outlined in this policy
- Report infringements to a manager at the earliest opportunity
- Report vehicle defects to a manager before the next vehicle use
- Do not drive unsafe vehicles
- Wear glasses or lenses at the wheel if needed

In addition, it is required that all drivers:

- Take regular and adequate rest breaks, at least every two hours
- Stop when tired
- Plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments

If an employee is driving their own vehicle for the purposes of work, the same policies apply. In addition:

- The employee must seek the employer's agreement before using their vehicle for work
- The vehicle must be legally registered and insured for the purposes of work – the employee must show evidence of this on request
- The employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than for whom there are seat belts
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

## 6. What employees are to do if there is a crash in a company vehicle

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- Details of the other vehicle(s) and registration number(s)
- Name(s) and address(es) of the other vehicle owner(s) and driver(s)
- Name(s) and address(es) of any witness(es)
- Name(s) of insurer(s).

Give the following information:

- Your name and address and company details.

Contact the police:

- If there are injuries
- If there is a disagreement over the cause of the crash
- If you damage property other than your own

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

If there is an injury or major damage, report the crash to your line manager as soon as you can.

## 7. How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- The number of crashes involving company vehicles
- The number of at-fault crashes involving company vehicles
- The number of traffic infringements received
- The costs of repairs and maintenance
- Other financial costs associated with vehicle use
- The average cost of vehicle-related workers' compensation claims.

## 8. Network Rail - Life Saving Rules


Safety is a huge focus for Network Rail and as part of its "everybody home safe everyday" philosophy, it introduced 10 life-saving rules, some of which reiterate legal requirements with regard to driving to/from Network Rail sites/projects.

Implementing the Network Rail Driving Lifesaving Rules is built into our processes. Restrictions surrounding the use of handheld devices, observing speed limits and wearing seat belts, together with strict warnings regarding drugs or alcohol, are cascaded face-to-face during regular staff briefings:

- Always wear a seatbelt while in a moving vehicle and always obey the speed limit
- A ban on using mobile phones and programming any hands-free device while driving; and
- Never drive or work while under the influence of drugs or alcohol.

This policy will be regularly reviewed (minimum annually).

Signed on behalf of LandPro Contractors Limited



Ralph Schafer  
Managing Director  
February 2021