

Policy Statement

This policy defines the standard of safety and conduct required in the use of Company and own vehicles by SCCS personnel in the course of their employment. The Company strives to promote Health & Safety, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

Policy Aim & Commitments

Company Commitments:

- Compliance with all UK legislative requirements including Health & Safety Legislation.
- Provision of motor vehicles which are safe and fit for purpose.
- Maintenance of motor vehicles to comply with 2 above.

Employee Commitments:

SCCS personnel shall be required to observe and comply with the following obligations:

Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions whilst at work in accordance with all Company Health & Safety Policy, training and other guidance.

We expect all our drivers to maintain high driving standards on the road. This means operating within the law, driving with consideration for others and ensuring our vehicles are safe and roadworthy at all times.

Policy Aims:

Provide a clear set of expectations and instructions to all those that drive company cars or drive their own car for business use (Grey Fleet).

Provide a clear structured framework to follow in the event of road traffic accidents/incidents.

Scope

This policy applies to all SCCS personnel who drive in the course of their employment.

Definitions

- “Company” shall mean SCCS Survey Equipment Ltd.
- “Vicarious Liability” shall mean legal (financial) liability for the acts or omissions of an employee who undertakes an act (or omission) in the course of their employment.
- “Company Business” shall mean any journey to or from any address where the purpose of the journey is connected with the Company and its business requirements.

COMPANY DRIVING & VEHICLE POLICY

Policy Reference:	014.9.2014.PL
Revision No:	11
Date of 1 st Issue:	19/03/2014
Date of Revision:	04/12/2023
Reviewed by:	L. Walker
Approved by:	K. Smith

- “Grey Fleet” shall mean vehicles that are not owned or leased by the Company but which are used for business travel on a regular basis.

1. Legal Requirements Applicable

General

- Any vehicle used by SCCS personnel in the course of carrying out Company business must:
 - have valid road tax.
 - have valid vehicle insurance.
 - have a valid MOT certificate.
 - notwithstanding conditions listed above must be in a legally road worthy condition at all times.
- Any vehicle categorized as grey fleet and used by SCCS personnel in the course of carrying out Company business must:
 - have valid road tax.
 - have valid class 1 business vehicle insurance
 - have a valid MOT certificate.
 - notwithstanding conditions listed above must be in a legally road worthy condition at all times.
 - Grey Fleet drivers must upload details of their vehicle and a copy of their insurance certificate to The Licence Bureau automated checking system which will scan for validity of the insurance. The system will also check for valid tax and MOT on the vehicle alert when they are due to be renewed.
- The driver of the vehicle in 1.1.1 and 1.1.2 above must hold a full valid UK driving licence for the category and type of vehicle driven.
- Roadworthy condition (of a vehicle) shall be considered to be (but not limited to):
 - Adequate tyre tread.
 - Working brakes & brake lights.
 - Working indicator and hazard lights.
 - Audible warning horn.
 - Adequate seat belt tension (for all occupants).

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- Un-obscured windscreen visibility and working wipers.
- Adequate vehicle body condition.
- Appropriate levels of oil, water, coolant, brake fluid, anti-freeze.
- The assessment of roadworthy condition referred to in 1.1.3 above will be determined in the following way:
 - Evidence of MOT certificate.
 - Evidence of servicing records and/or stamped service books.
 - Evidence of repair work records (where appropriate).
 - Visual & other inspection & monitoring by the driver of the vehicle (Delivery Drivers to use the Daily Vehicle Check sheet)

In-vehicle communication

- It is not permissible by law to use a mobile phone to make and receive telephone calls whilst driving.
- Hands free devices may be used to make and receive telephone calls whilst driving provided doing so does not compromise safe standards of driving by the driver.
- **Please note it can be illegal to use a handsfree phone whilst driving.** Depending on circumstances drivers can be charged with failing to have proper control of their vehicle, careless or dangerous driving if they are/deemed to be distracted because of using a handsfree mobile phone.
- It is not permissible by law to type or read text messages whilst driving. To type or read any text message the driver must find a suitable parking area and park.
- It is not permissible by law to type or read emails whilst driving. To type or read any emails the driver must find a suitable parking area and park
- SCCS staff are under no obligation to answer any communication until it is safe to do so – if you deem it safe to answer a call using your handsfree device any communication should be limited to a basic level and for a minimum duration to reduce distraction from driving.
- SCCS office-based staff are to keep communication with drivers on the road to a minimum. Calls must be work related and to convey time critical information only. If the driver cannot stop safely or the conversation is becoming protracted, then the conversation must be terminated until the driver is able to call back safely.

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- During work hours, making or receiving personal calls should be restricted to emergency calls only. As with work related calls if a conversation is becoming protracted the conversation must be terminated until the driver is able to call back safely.
- SatNav, and other in-vehicle technology, should only be used in conjunction with its guidelines. Information should be input whilst the vehicle is safely parked.
- SCCS personnel are responsible for remaining in control of their vehicle at all times.

Smoking

- It is not permissible by law to smoke in a company vehicle.
- Where a personal vehicle is used on Company business and is shared with another it is not permissible by law to smoke in that vehicle.

2. Vehicle Safety and Journey planning

- All personnel are expected to ensure any vehicle they use for Company business is fit for purpose.
- All personnel are expected to ensure that they feel fit and well to undertake any journey which is done in the course of their employment.
- All personnel driving in the course of their employment duties are expected to plan their journeys to work to realistic work schedules thus minimising risk to themselves and others.
- All personnel are expected to schedule in suitable rest stops for longer journeys.

3. Individual Fitness to Drive

General

- SCCS personnel should not undertake driving duties in the course of their employment if they are unwell and to do so would place themselves or others at risk. Individuals are responsible for assessing their own fitness to drive. Assessment should include (but not be limited to):
 - Extreme fatigue
 - Mobility problems
 - Visual disturbances
 - Specific/general illness where advice against driving has been provided.
 - Mental health problems such as stress, depression and anxiety

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- SCCS personnel are strictly prohibited from driving on Company business under the influence of illegal drugs of any sort.
- SCCS personnel are prohibited from driving on Company business if any prescription or over the counter medication in use:
 - Warns against driving whilst used
 - Is likely to make the driver drowsy.
 - Is likely to have a medical impact inconsistent with safe driving.

Eyesight

As per minimum eyesight standards for driving, you are required to read a post-September 2001 vehicle number plate at a distance of 20 metres, with the use of glasses or contact lenses if you use them to drive. You may be required to demonstrate this to fleet management. Records of eyesight checks are kept by the Group Fleet Manager.

Fatigue

- There is no excuse for falling asleep at the wheel and it is not an excuse in Law. Modern lifestyles such as early morning starts, shift work and late-night socialising, often lead to excessive tiredness by preventing adequate rest. If you feel you are fatigued, and it would be unsafe for you to drive speak to your Line Manager.
- Sleepiness and tiredness can be caused by illnesses such as sleep apnoea or be a side effect from prescribed or over-the-counter medication. Sleep apnoea is the most common sleep related medical disorder. It is often accompanied by tiredness and the sufferer falling asleep easily in the day. It significantly increases the risk of road traffic accidents
- Medical conditions such as sleep apnoea need to be declared to the DVLA and should be noted on your Declaration of Fitness to Drive so that we are aware, can work with you to minimise any risk whilst driving and monitor any situations that may arise.

DVLA Notifiable Medical Conditions

- SCCS personnel must refrain from driving whenever they suffer from any illness which is listed on the DVLA list of notifiable medical conditions (where the illness requires the suspension or exclusion from driving). The list can be viewed here: www.gov.uk/health-conditions-and-driving
- You will be required to sign the 'Declaration of Fitness to Drive' form before being able to drive a company vehicle to confirm this. You will then be asked to confirm that there have been no changes to this every 12 months.

4. Representation of the Company

- The condition of Company vehicles & the conduct of its drivers are representative of the Company and should therefore reflect the Company's professional standards at all times

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- When driving on Company business, personnel act as an ambassador for SCCS and are therefore required to:
 - Drive defensively & courteously.
 - Drive in a safe manner, in particular avoiding tailgating of others and speeding.
 - Comply with applicable speed limits.
 - Be alert to prevailing travel conditions, making adjustments accordingly.
 - Comply with the current highway code, a copy of which can be found with Lucy Walker, Group Fleet Manager and Simon Boston, Warehouse and Logistics Manager
- Company vehicles and vehicles used in the course of Company business should be presentable inside and out.

5. Vulnerable Road Users

- Drivers are expected to take extra care around vulnerable road users
- Before travelling complete a Vehicle Check Sheet (if applicable) to ensure
 - Mirrors are correctly positioned
 - Indicators are in working order
 - Signs for cyclists (vans only) are clean and visible.
- Whilst driving keep checking for cyclists, pedestrians and motorcyclists.
- Check mirrors and near-side blind spot before indicating, changing direction or varying speed.
- Indicate clearly and in good time giving other road users time to react.
- Be extra vigilant when driving in the vicinity of schools/nurseries where there may be a lot of children.
- If you are issued specific ingress and egress instructions for a site these MUST be adhered to over and above what a route planner or SatNav dictates as they will take in to account likelihood and amount of interaction with vulnerable road users

6. Security of Vehicles & Property

- SCCS personnel will be responsible for keeping Company equipment contained in any vehicle (used in the course of Company business) out of sight & secure at all times.

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- No equipment should be left in vehicles overnight – note there is no company insurance for personal belongings in company vehicles.
- SCCS personnel will be responsible for ensuring any vehicle used for Company business is suitably secure & locked when unattended. This includes during loading and unloading and when taking breaks
- Safe loading and unloading practices must be followed at all times. These are detailed in the Driving Risk Assessment 014.RA016.2014.R10
- A second key for every company vehicle is to remain with the Group Fleet Manager who will ensure they are under restricted access.
- Any vehicles left on SCCS property overnight must be in a designated parking bay so that they can be securely locked on site by security.
- When loading or unloading your vehicle either on SCCS property or customer site, remain vigilant for unauthorized personnel.
- Never take unauthorized passengers in your vehicle as this is a serious breach of security and leaves loads and vehicles open to theft and drivers open to risk of attack.
- If you are carrying a passenger, their safety in your vehicle is your responsibility, as is communicating safety instructions, including the mandatory requirement to wear a seat belt.
- Ensure safe parking practices, remembering any passenger is entering and exiting the vehicle on the opposite side to you.
- Never carry more passengers than your vehicle is designed for – this is a maximum of 2 in all company vans, and 4 in company cars.
- In the event of the theft of your vehicle or load contact the police on 999.

7. Servicing & Repair Obligations

- All vehicles that are leased and owned by the Company are serviced at regular intervals in line with manufacturers recommendation.
- Those leased or owned for more than 3 years will have an MOT when required. The Group Fleet Manager will send a reminder when the MOT is due but it is the drivers responsibility to book this and have it carried out. All paperwork must be submitted to the Group Fleet Manager for Company records.
- Grey Fleet vehicles must be serviced at regular intervals, in line with manufacturers recommendations. Proof of servicing must be submitted to the Company.

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- If a grey fleet vehicle is more than 3 years old it must have a valid MOT and a copy of the certificate must be submitted to the Company.
- Ultimate responsibility for the maintenance of Company vehicles rests with SCCS management. The day to day administration of these requirements may be delegated.
- SCCS personnel are responsible for reporting repair and servicing needs for prompt resolution so that the road worthiness of the vehicle is not compromised.
- Any damage to a company owned/leased vehicle caused by involvement in an accident should be reported via the Collision Management Process detailed in policy 014.012.2017.PL
- Damage to a company owned/leased vehicle caused by any other means should be reported immediately to the Group Fleet Manager with a description of what happened and images of the damage. A decision on how to proceed with repair will then be taken depending on severity of damage.
- Grey fleet drivers are responsible for organising repair and service of their own vehicle as soon as a defect occurs so that the road worthiness of the vehicle is not compromised.

8. Environmental Considerations

- The Company will strive to reduce the impact of vehicle use on the environment through logistical planning.
- SCCS personnel are actively encouraged to minimise fuel consumption by:
 - Minimising excess weight carried in the vehicle.
 - Minimising the distance covered, so long as it does not contravene any road traffic regulations.
 - Apply safe and fuel-efficient driving techniques to avoid hard acceleration and harsh braking.
 - Monitoring exhaust condition.
 - Avoid unnecessary engine idle time.
 - Effective tyre management.
- Idling refers to running a vehicles engine when the vehicle is not in motion. In order to minimise vehicle emissions that negatively impact on the environment and reduce wasted fuel and associated costs, SCCS actively encourages drivers to reduce levels of idling by taking the following measures:
 - Only start your engine when ready to move off. Modern engines do not require warming up prior to driving

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- Do not leave an unattended vehicle's engine running
- Do not leave the engine running during loading and unloading
- Do not leave the engine running when you are parked up, or when you are on a break
- If you anticipate being stationary for more than one minute in traffic consider turning your engine off
- Some vehicles now have factory fitted automatic engine cut-off. If your vehicle has this option, please ensure it is activated
- Tyre management is key to minimising fuel consumption but is primarily a safety aspect. SCCS personnel are actively encouraged to:
 - Monitor tyre condition, looking for damage to sidewall or tread.
 - Monitor tread depth and replace when required (min. safe depth is 1.6mm on $\frac{3}{4}$ of the tyre)
 - Ensure tyres are inflated to correct pressure for type or driving and surface
 - Look for uneven tyre wear – a sign of incorrect pressure or wheel alignment problem
- AdBlue is a liquid solution which is sprayed into the exhaust stream of diesel vehicles to break down dangerous NOx emissions into harmless nitrogen and water. Cars with this technology have a separate filler for an AdBlue tank – often next to the diesel fuel filler or in the boot or under the bonnet and typically with a blue cap. AdBlue is not a fuel additive and should never be added directly to the fuel tank.
- AdBlue needs to be replenished periodically – the range between refills could be somewhere between 3,000 and 12,000 miles – although the exact intervals between top-ups will vary depending on the vehicle and driving style so it's important to keep an eye on dashboard warnings, particularly for high-mileage drivers.
- Be warned that vehicles will not start if the AdBlue tank is empty – while performance will be limited to 'limp home' mode if drivers run out of AdBlue mid-journey. Vehicles come equipped with dashboard warning lights that operate when the AdBlue needs topping up and will advise of the miles left until it will run out altogether, so ensure you know what this warning looks like.
- The company maintains fuel records for vehicles and monitors fuel consumption in miles per litre (mpl). If you are provided with a fuel card for your vehicle you must use it. Always provide the fuel station with an accurate odometer reading when you fill up, even if you are not asked for one. The odometer readings are recorded on the fuel card reports and our fuel usage is calculated from these reports.
- If fuel is purchased on a company credit card drivers must upload all fuel receipts to Rydoo, the company expenses system. Any expenses not verified with a receipt can be re-charged back to the employee.

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- Simon Boston (Logistics Manager) is the nominated Fuel and Emissions Champion and shall be responsible, alongside the Health and Safety Manager, for ensuring all aspects of the environmental considerations in this policy are managed.
- Where it is identified as appropriate, specific training may be given to drivers such as Defensive Driving or Defensive Driving.

9. Company Administration Records

- All SCCS personnel who are required to drive on Company business in the course of their employment shall be required to submit a clear copy of their driving licence card their licence summary for a valid UK driving licence for the category of vehicle you are tasked to drive (licence summary available from www.viewdrivingrecord.service.gov.uk/driving-record/licence-number).
- SCCS use The Licence Bureau automated licence checking system to check all drivers' licences on a regular basis. At the start of your employment, your details will be uploaded to the database and an email will be sent asking you to sign up and give permission for your licence to be checked automatically at specific intervals. This permission will last for 3 years.
- The Licence Bureau will check every driver's licence at a minimum of every 6 months to confirm it is valid and if any endorsements or penalty points have been added.
- If you acquire 6 or more penalty points on your licence the company may deem you a high-risk driver. This will result in The Licence Bureau carrying out a licence check every 3 months until sufficient points have been removed/expired to bring your penalty points down to 5 or less
- If you acquire 9 or more penalty points on your licence the company may deem you a very high-risk driver. This will result in The Licence Bureau carrying out a licence check every month until sufficient points have been removed/expired to bring your penalty points down to 8 or less, at which point licence checks will decrease to every 3 months as above.
- The company will provide insurance cover for an employee's partner to drive their company owned/leased vehicle as long as they are licenced to do so. Partners must be added to the Licence Bureau automated licence checking system so their licence can be checked as detailed above.
- SCCS personnel are required to notify Management as soon as they should become aware that they or their GP (or other medical practitioner) have identified they suffer from a medical condition which is notifiable to the DVLA.

10. Transport Infringements

- SCCS will not be responsible for any parking tickets, Penalty Charge Notices and other fines incurred whilst driving a company vehicle.

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- When fines are received the Group Fleet Manager will verify the driver at the date/time/place recorded and inform them. If the driver wishes to make a representation against the fine, it must be done at this stage.
- If no representation/challenge is made, SCCS will pay the fine and the cost will be re-charged to the driver through their monthly salary.
- Notice of Intended Prosecution – these will be received by the Group Fleet Manager. They will verify the driver at the date/time/location stated and complete the necessary information. Forms will be returned to the issuing police authority. The driver will then receive notification addressed to them giving instruction on how to proceed. You must inform the Group Fleet Manager of any additional points on your licence.

11. London Congestion Zone and Tolls

- SCCS are registered with fleet auto pay for the London congestion zone and the Dartford Toll. All company vehicles used by delivery drivers and external sales team are registered in the schemes. All delivery vehicles are also registered with Mersey Flow Toll.
- It is your responsibility to inform the Fleet Management team when you have entered any of these areas in a different vehicle. Please advise them of the registration of the vehicle you were driving at the time so that they can pay the fee. Any penalties incurred if this information has not been given will be deducted from your monthly salary.
- Any other toll road/bridge crossing that requires payment must be paid for at the time of crossing. Some can be paid for with your AllStar fuel card. Please ensure you go through the correct lane for your vehicle type. Any penalties for non-payment of tolls/crossing fees or payment of incorrect vehicle type will be deducted from your monthly salary.

12. Breakdowns

- In the event of a vehicle breakdown, before making any phone calls to a recovery service or Head Office, you must first ensure the vehicle is in a safe place if possible and that you (and any passengers) are safe.
 - if possible, try to get your vehicle off the road.
 - switch on hazard warning lights.
 - if the vehicle is not situated in a safe place, ensure you and any passengers leave the vehicle as a precaution against being hit by another vehicle.
 - stay in the vicinity of your vehicle – rescue patrols cannot work on unattended vehicles.
- If the breakdown happens on a motorway
 - if possible, leave the motorway by the first exit

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- Otherwise switch the hazard lights on and pull on to the hard shoulder. Stop as far to the left as possible.
- try to stop at an emergency telephone – they are located at regular intervals and will help with location when phoning for help.
- wherever possible get any passengers out of the vehicle on to the bank at the side of the road.
- do not attempt any repairs on the off side of your vehicle – not even a tyre change
- Under no circumstances cross the carriageway
- All company vehicles, owned or leased, have breakdown cover.
- All new vehicles are covered by manufacturer roadside assistance. The length of this cover varies from 12 months to entire lease length. The Group Fleet Manager will provide you with the phone number for the correct roadside assistance service for your vehicle.
- Call the relevant recovery service and then call head office to inform them of your situation. If necessary, the Logistics Team can make arrangements to inform customers who may be affected.
- If the manufacturers roadside service expires on your vehicle you will be covered by The AA via your Allstar fuel card
- The AA will arrange to arrive with you in around 40 minutes. They will either repair your vehicle at the roadside or recover you to a garage that can repair it. Once repaired or recovered, call head office to update them on your situation. If necessary, the Logistics Team can make arrangements to inform customers who may be affected.

13. Road Traffic Incidents

- The Company may be vicariously liable for the acts and/or omissions of any SCCS personnel in the conduct of their duties on behalf of the Company.
- In the unfortunate event of a road traffic incident SCCS personnel must follow the steps laid out in the Collision Management policy using the resources provided in their collision management packs:
 1. STOP – It is an offence to leave the scene of an accident
 2. If the incident is serious and/or a person is injured, and you are able, call the emergency services
 3. Capture information at the scene of the accident by completing the At Scene Driver Collision Form

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4. If other parties were driving for a Company, take employer information.
 5. Pass your details on to any other parties or police using the At Scene Collision Card in the collision management pack.
 6. In the event of an accident involving serious injury or a fatality – DO NOT speak to the police until you have formal representation. Tell them this is company policy. SCCS will arrange for representation for you.
 7. Consider your own wellbeing – determine if you may need medical assistance
 8. If possible assess the best way to return vehicle, driver and load to head office – determine if the vehicle is driveable or needs recovery.
- Call our insurers as soon as you are able (contact details provided inside each vehicle) and relay all information you have collected including whether recovery is required. Make a note of the reference number they will give you.
 - Once reported to our insurers inform the Group Fleet Manager of the claim reference number and details of the accident. This will allow them to follow up on any claims/repairs to your vehicle.
 - As soon as you are able, you must complete the Driver Post Collision Report Form. This is to capture more detailed information on what happened and the circumstances around the accident. This will include making a sketch of the exact location of the incident showing road names, signs, position of vehicles, markers on the road, skids, oil, ice etc. This will be required in the event of an insurance claim.
 - Grey fleet drivers are expected to follow the steps above in the event of an accident. They must inform their insurance company as soon as they are able.
 - Once reported to their insurers, grey fleet drivers should inform the Fleet Manager as soon as possible so they are aware of the incident should any action be taken against the Company.
 - All drivers involved in an accident/incident with their vehicle will then be required to attend a post collision investigation meeting with their line manager. This enables us to formalise the recording of accidents, their outcomes and any action taken/follow up required by the company.

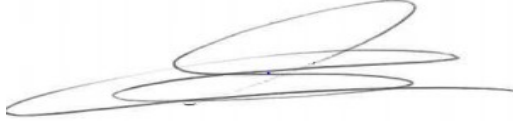
9. Compliance

- Overall responsibility for ensuring compliance with this policy will rest with the Management Team.
- Day to day responsibility for facilitating and administering compliance with this policy will be delegated as appropriate.
- SCCS personnel shall be responsible for compliance with this policy. Any personnel failing to comply with the remit of this policy may be subject to disciplinary action.

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Signed:



Print name:

Kevin Smith

Position:

Managing Director

Date:

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Next review:

03/12/2024