



DRIVING AT WORK AND MOBILE PHONES POLICY

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Glossary

Term	Description

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1 PURPOSE

To ensure the risks from driving at work are properly controlled.

2 SCOPE

This policy applies to all Drivers of Badger.

3 LEGAL REFERENCES

- Health and Safety at Work Act 1974
- Road Traffic Act 1991
- The Road Safety Act 2006
- Highway Code 2007
- The New Drivers Act 1995
- Management of Occupational Road Risk (MORR) 1997
- The HSE guidance document INDG382

4 POLICY

Badger considers that travelling and driving are a key part of many employees' jobs. All accidents, including driving accidents, must be considered preventable. The main object of this policy is to improve the safety of employees involved in driving. Other objectives include the reduction of direct and indirect costs caused by car accidents.

Road accidents all too often result in death or injury which can be personal tragedies for those involved and which are nearly always avoidable. Badger wishes to ensure that its drivers take appropriate action to play their part in reducing the risks to which they are exposed whilst on the road.

The following applies to all drivers of Badger owned or leased vehicles or employees in their own cars driving on company business:

The Law - drivers must follow all applicable legislation and the requirements of the Highway Code.

Badger will not pay fines for motoring offences or parking. If contravention of the law results in a driver losing the right to drive and adequately carry out his/her job then employment may be terminated.

5 PRIVATE VEHICLES

Private vehicles may be used for business purposes ONLY if your private car insurance allows business use coverage.

Any employee wishing to use a private vehicle must first ensure a valid car insurance certificate with "business use" included on their own schedule of insurance is in place.

The employee will confirm this insurance is in place when signing the declaration on the expenses policy.

The company requires this on each expense claim.

In addition, if the vehicle is more than three years old they must ensure that any vehicle used for work has a valid M.O.T. Certificate.

Mileage travelled in private cars can be claimed back in accordance with the Financial standing Orders (F-01).

6 HIRE VEHICLES

Hire vehicles must be arranged and authorised by the company. The car will have the following minimum safety standards:

- Driver and front passenger air bags
- ABS
- Front and rear seatbelts

The Finance department will arrange for the hire and ensure that insurance cover is provided under the company policy or through the hire company..

7 DRIVER RESTRICTIONS / FITNESS

7.1 Licenses

Any driver, having the use of a company vehicle must hold a valid licence to drive that vehicle. Failure to comply with this will result in the insurance being void.

Badger will check employees' driving licences at 6 monthly intervals and/or at induction by a member of the Operations Teams. Copies will be retained within personnel files in compliance with data protection regulations.

Badger reserves the right, at any time to check any employees driving licences via electronic means using approved DVLA database search providers. Employees address and date of birth may be used for this process.

Failure to provide proof of your current driving license may result in your suspension from driving and possible disciplinary action which may lead to your dismissal.

Any changes that may affect Badgers company insurance will be notified to the Director of Finance by email.

7.2 Authorised Drivers

The following persons will be permitted to drive company vehicles:

- Only company employees who have been authorised to drive by a manager or director.
- In the event of accidents, breakdowns or illness, where the driver is unable to proceed any driver with a full license and covered by a valid vehicle insurance policy (authorised by management)
- Agency drivers hired by the company.
- Motor vehicle engineers appointed by the company to carry out work on company vehicles.

7.3 Vehicle restrictions

The following restrictions are in place for company vehicles or drivers on company business. The Company may publish other age limits and vehicle restrictions from time to time, in accordance with the terms and conditions of the companies' motor insurance policy

Description	Category	Minimum age
Motor vehicles with a MAM not exceeding 3500kg having not more than 8 passenger seats with a trailer up to 750kg. Combinations of towing vehicles in category B and a trailer, where the MAM of the combination does not exceed 3500kg and the MAM of the trailer does not exceed the unladen mass of the towing vehicle	B	17
Vehicles between 3500kg and 7500kg with a trailer up to 750kg	C1	18
Vehicles between 3500kg and 7500kg with a trailer over 750kg - total weight not more than 12000kg (if you passed your category B test prior to 1.1.1997 you will be restricted to a total weight not more than 8250kg)	C1+E	21
Vehicles over 3500kg with a trailer up to 750kg	C	21
Vehicles over 3500kg with a trailer over 750kg	C+E	21

7.4 Licences issued following introduction of Road Traffic (New Drivers) Act 1995

If you reach six or more penalty points on your driving licence within two years of passing your first driving test, i.e. during the probationary period, your driving licence will be revoked by the DVLA, any employee affected by this will not be allowed to drive a company vehicle.

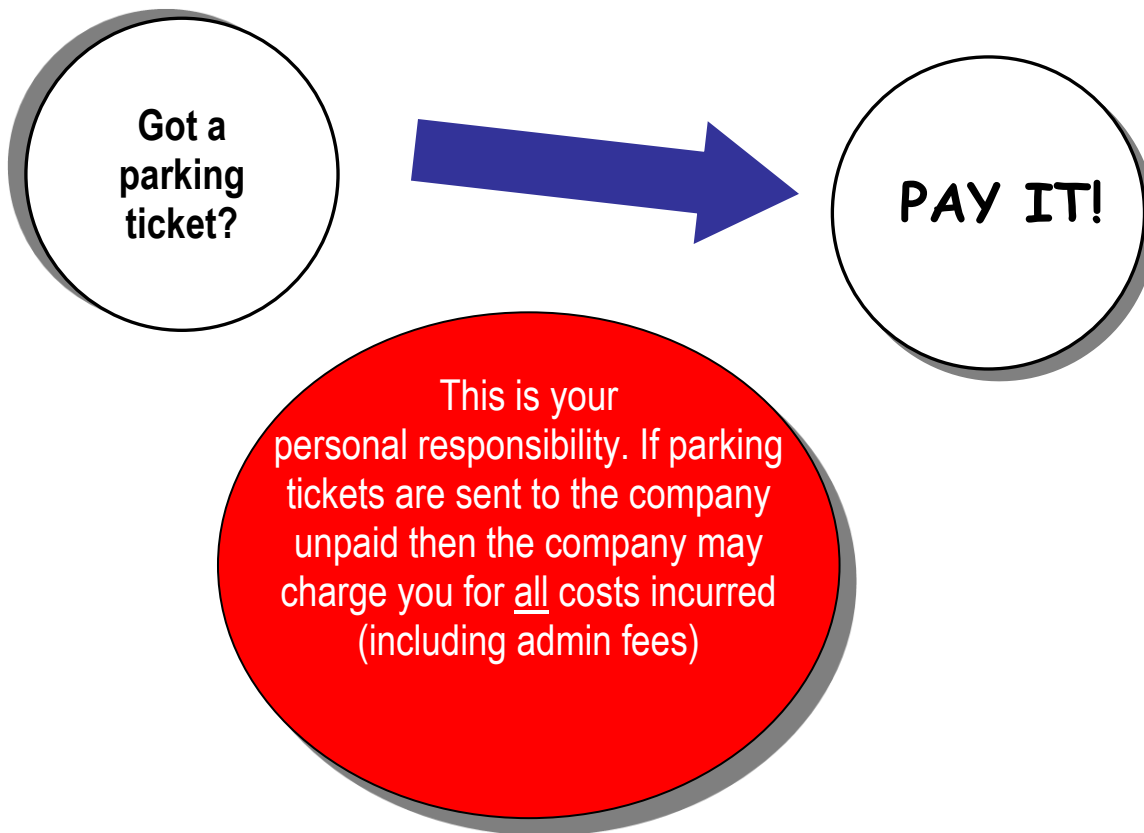
All endorsements post job offer will need to be declared to your line manager as soon as they are added to your licence.

8 VIOLATIONS

8.1 Police Prosecution

If you break the law whilst in charge of a company vehicle, you must accept full responsibility in the event of being prosecuted. In all instances of Police prosecution you must immediately inform your line manager.

8.2 Parking Violations



8.3 Health and Safety Risks / the Law

Speed

Car or Van

Badger expects you to drive within appropriate speed limits and will not apply any pressure for an employee to exceed the legal speed limits.

9 MOBILE PHONES

9.1 Hand-held Phones

It is illegal to use a hand-held mobile phone while driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. Employees must not use mobile phones without suitable hands-free modification; doing so may result in disciplinary action.

9.2 Hands-free Phones

Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

The Police may check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash.

Many of us are contactable by mobile phone whilst out of the office. Badger does not expect any employee whilst driving to take a call on a mobile phone. If an employee needs to take or receive a telephone call on a mobile whilst in the car, Badger expects all employees to

- **Park up to engage in the call if safe to do so**
- **Call later once stationary.**

10 SECURITY

UNDER NO CIRCUMSTANCES SHOULD THE KEYS BE LEFT IN A VEHICLE WHEN IT IS LEFT UNATTENDED, EVEN ON COMPANY PREMISES.

- Items of value should be locked in the boot out of sight.
- Company laptops should not be left on display in vehicles and should be removed from the vehicle overnight.
- Alarms and immobilisers should be activated when the vehicle is left unattended.
- Security can be improved by locking doors while driving.
- All medical equipment, drugs cassettes, controlled drugs cases and paperwork must be removed at the end of the shift
- No patient identifiable information should be left in the vehicle or on show at any time.

10.1 Key theft

Research Centre recently reported that 70% of cars are stolen using the key.

There are many different ways of obtaining car keys but Thatcham figures suggest that at least one in five cases involve domestic burglary – snatch the keys from the house and take the car from the drive.

Over 19,400 cars were stolen in this way – more than 1,600 per month – last year.

Your own personal safety is more important than property – don't leave keys unattended on company premises at any time.

10.2 Number plate theft

If company vehicle number plates are stolen notify the Team Leader or Duty Manager and contact the Police immediately. It may seem trivial at the time but if the plates are used to change the identity of another car you can expect to start receiving penalty charges for things like parking, speeding and congestion charging. You may even be suspected of committing crimes yourself.

10.3 Satellite navigation and mobile computer equipment theft

If you use a portable sat navigation device, take it with you whenever you leave the car.

Where possible and practical to do so remove the cradle and suction pads and clean any marks left on the windscreen or dashboard too as thieves are known to look for these tell-tale signs and break in anyway, expecting to find the sat navigation tucked away in the glove compartment.

11 DRUGS, MEDICINES AND ALCOHOL

Drugs and / or alcohol may cause impairment of a driver's ability to operate safely.

11.1 Drugs and Medicines

Drugs and medicines are only to be taken when prescribed by a doctor. Drivers taking prescribed drugs / medicines are to ascertain their likely effects on driving ability and report this to their line manager if necessary.

A driver, whose ability to drive safely appears to have been affected by drugs / medicines, is to be removed from driving duties until the effects have cleared and an investigation has been conducted.

11.2 Alcohol

Drivers must not be under the influence of alcohol when at work and are forbidden to drink intoxicating liquors whilst driving on company business. This includes any period when the driver is not actually at the wheel but is on call to drive his vehicle if required. Any driver, who is suspected of being under the influence of alcohol while driving on company business, may be subject to disciplinary procedures / police prosecution.

This section should be read in conjunction with the Alcohol, Drug and Substance Abuse Policy HR-02

12 EXTREME WEATHER

Extreme weather conditions are occasionally encountered and it is essential that suitable driving habits are acquired and used at all times.

These include:

- Allowing an adequate stopping distance from the car in front.
- Adjusting speed according to visibility.
- Allowing space in front of the car when approaching a traffic jam on the motorway - if a vehicle behind is unable to stop, is there room to move forward, if you are hit from behind?
- Avoid travelling in very bad conditions
- Using driving aids provided by the company

13 DRIVING TIME

Driving while tired is a common cause of serious accidents. For heavy goods vehicle drivers there are strict legal controls; for the rest of us this is a very personal responsibility for the safety of oneself and other road users.

General rules are difficult to make as many factors are involved, including the driver's experience of repeatedly driving long distances, time of day, driving conditions, time since last meal, personal fitness, etc. It is up to individual drivers to be able to recognise the signs of drowsiness and take a rest. Very often a short break is all that is required, at other times it might be necessary to split the driving over 2 days.

The company will take all reasonable steps to ensure work is planned to take into consideration driving time.

13.1 What are the driving limits?

Daily driving

A driver must not drive continuously for more than 10 hours in a day.

NOTE the daily driving limit applies to time spent at the wheel, actually driving and considers the driver does not complete any other working duties.

If other duties or tasks are completed during the working day a driver should consider all factors in determining a reasonable driving limit.

The Highway Code suggests that a 15 minute rest period is taken every 2 hours; this is considered good practice and guidance.