1. Introduction

This handbook outlines (Insert Your Business Name) minimum standards in terms of the use of company owned vehicles or vehicles owned by others being used on Company business. Please read it carefully and ensure you follow its requirements. If you have any queries regarding the content of the Handbook, please contact your line manager or nominated manager responsible for the vehicle fleet.

The company reserves the right to change the contents of the Handbook at any time. Any changes will be made known to you.

You must keep this handbook readily accessible to you for reference. It is recommended that you keep it in your vehicle.

We wish you safe travel in your company vehicle. Remember, safe and competent driving performance is your responsibility.

2. Useful Telephone Numbers

(Add useful contact numbers as appropriate for your business)

Leasing Company
Breakdown Cover
Insurance Company – Incident Notification 0808 100 8181
Fleet Department
Car Hire
Windscreen Replacement
Tyre & Exhaust Replacement
Vehicle Service and MOT
3. Conditions of Use
If (insert your business name) has provided you with a vehicle to use for work purposes, the vehicle should be made available for business purposes to other members of staff who are authorised to drive on company business as and when required.

You are required to keep your company vehicle in good condition and ensure that it is roadworthy and safe to use at all times.

If you are authorised to drive your own vehicle for work purposes, you must ensure that your vehicle is insured for business use. You must also ensure that the vehicle is maintained in good condition, regularly serviced and has a valid MOT certificate if necessary and is currently taxed. You will need to provide a copy of the following documents to (insert position here e.g. Fleet Manager):

- Copy of V5/C log book
- Copy of insurance certificate which verifies that business insurance is held
- Copy of most recent service log
- Copy of MOT certificate (if the vehicle requires one)
- Confirmation of breakdown cover

These documents should be provided on an annual basis to (insert position here). Failure to do so may result in the withdrawal of the allowance.

(Delete as necessary) as an authorised driver you will also be required to fill out a mandate form to allow the status of your driving licence to be checked on a regular basis.

4. Permission to Drive
Only current employees (delete as necessary - and their partners who are over 21 years old) who have been given authority by your line manager have permission to drive a company vehicle. Prior to authorisation, the driver licence check mandate form must be filled out and sent to your line manager so as to allow the status of your driving licence (delete as necessary - and that of your partner) to be checked. Your Business Name reserves the right to refuse authorisation at its own discretion.

Provisional licence holders are not permitted to drive company vehicles.

(Insert as required - (Insert Your Business Name) reserves the right to require you to attend and complete driving safety education events when required.

You will be required to undertake driving safety induction training as part of the procedure for obtaining your permission to drive.

5. Driver Code of Conduct
There is a legally enforceable Code of Practice for work related driving - The Highway Code.

Vehicle collisions on the road are often a failure of the driver/driver concerned to drive in a manner appropriate to the prevailing situation. This may be due to attitude, distraction or other failure to apply safe driving practice. Below are reminders about safe and responsible driving practice:

- Ensure you and all passengers are wearing seat belts (unless a valid medical exemption certificate is held)
- Act responsibly; be cautious and aware when driving - it is the most potentially dangerous work activity you will engage upon
- Ensure you are fit to drive - both physiologically and psychologically
• Your mood can seriously affect the way you drive – if stressed or upset be mindful of this
• Be courteous at all times and respect other road users
• Good levels of observation and attention will help you plan and act in good time.
• In poor visibility conditions, use the appropriate lights but remember to turn fog lights off when visibility improves.
• Keep out of blind spots and make eye contact with other vehicle users to ensure you have been seen.
• The busier the driving environment, the more information you have to process – travel at a speed that helps you manage the workload
• Keep your distance, over a third of motor claims involve vehicles running into the back of the vehicle in front
• Keep to the speed limit on all types of road. The limit is there for a reason
• Be particularly cautious when driving past schools as children may run into the road
• Do not engage in conflict with other road users – doing so renders you blind to other risks around you
• Correct signalling informs other road users and draws their attention to you
• Approaching green traffic lights anticipate them going to amber and red, don’t accelerate toward them. Only proceed on Amber if you have already crossed the line, or if stopping would cause a hazard for other road users – provided it is safe to do so.
• If you hear an emergency vehicle approaching, make way for it if safe to do so and be aware of other road users and how they may respond
• Never eat or drink whilst driving.

6. Collision/Incident Recording and Reporting
Consider your own safety first. If your vehicle is immobile and you and your passengers are uninjured get out and find a safe place away from moving traffic. Render assistance to others if it is safe to do so.

Ensure that the emergency services are called if required by the circumstances of the incident e.g.
• Persons are injured
• Serious damage to vehicles or property
• Traffic flow on a major road is disrupted
• Damage to gas or electricity equipment
• A vehicle carrying dangerous goods is involved
• Suspicion of drink or drugs influencing other parties
• Doubt about legality of other vehicles involved

In the event of an collision involving a company vehicle, call the QBE Insurance (Europe) Limited Claims Department on the 24 hour freephone number 0808 100 8181. Be ready to quote the insurance policy number. QBE should be notified of the incident within 2 hours of the collision occurring.

Inform your line manager and fleet manager as soon as possible.

If you have a QBE collision information form, please follow the instructions on the form and obtain all necessary details. This is an exchange of information form and enables you to provide relevant details to the third party involved in the collision.
Please ensure that you make a note of the number of people in the third party vehicle if another vehicle is involved in the collision. If possible, make a note of the names of the passengers in the third party vehicle.

If you have a camera phone and it is safe for you to do so, take photographs of the collision scene from a number of different locations and distances as well as the damage incurred to both vehicles. A sketch of the collision scene would also be useful.

If the collision has occurred in your own vehicle or in a hire car whilst on a business related journey, notify your line manager as soon as possible.

In certain circumstances you are legally required to report motor vehicle collisions to the Police.

Section 170 of the Road Traffic Act 1988 requires drivers to report to a police officer or police station that they have been involved in a collision involving in any of the following:

- any personal injury
- damage only, where the other driver/ rider did not stop
- damage only, where names and addresses were not exchanged with the other driver/ rider/ cyclist and any other owner of property damaged (even if the other driver stopped)

If any of the above apply, you must report the collision to a police officer or police station AS SOON AS PRACTICABLE AND IN ANY CASE WITHIN 24 HOURS.

Remember that if you fail to stop after an collision and/or fail to notify the other party or report to the police as required above, you may be prosecuted.

7. Collision Investigation

As part of the company’s on-going risk management initiative, the (insert as necessary, Fleet Management Department) will record and investigate all collisions and incidents. This will allow collision causation to be determined so preventative steps can be taken to minimise the chance of a recurrence. (Insert Your Business Name) reserves the right to require you to attend collision investigation interviews, a management debrief, a driver profiling session or driver education following a collision.

8. Breakdowns

If your vehicle breaks down whilst you are driving, pull over in as safe a place as possible. Do not attempt to make any vehicle repairs. Please call out the company breakdown service providers (insert name of breakdown assistance company) on (insert breakdown assistance phone number). Switch off the engine, turn on the hazard lights and wait in a safe place away from the vehicle. If you have to wait by the roadside wear appropriate clothing (including a hi-visibility item of clothing, which you should always keep in the car for such circumstances).

9. Receiving and Returning a Vehicle

When receiving your vehicle, please read the vehicle manufacturers handbook carefully. Always keep the vehicle handbook in the glove box of the vehicle. A motor vehicle is defined in law as work equipment and you are required to know how to operate that vehicle safely and legally. This includes familiarising yourself with any safety features that may differ from your last vehicle.

When returning your vehicle, please ensure that it is clean inside and outside and with a service logbook that is up to date. Remove
any retro fitted equipment such as tow bars etc.

Please note that the company reserves the right to charge you for repairs to wear and damage to your vehicle that is deemed excessive.

10. Motorway Driving

Motorways are our safest roads; they are designed for higher speed driving. As such, there are less physical distractions, this permits the driver to concentrate on other moving traffic around him. A negative consequence of this is that drivers may become less attentive or bored and can easily fail to anticipate actions of other drivers.

When joining the motorway, glance over your shoulder to check your blind spot and don’t forget to signal. Joining means you must give way if necessary, do not automatically expect other drivers to make way for you. If you are on the main carriageway passing a joining slip-road (acceleration lane), be prepared for joining drivers expecting you to make way for them, whilst this is not good practice, it is a feature of many motorway collisions. Be ready to adjust speed if necessary to make space for the joining vehicle or change lane if safe to do so.

When on the motorway, signal your intention to manoeuvre and wait until it is safe to manoeuvre. You should only overtake on the right, Highway Code rule 268 states:

“Do not overtake on the left or move to a lane on your left to overtake. In congested conditions, where adjacent lanes of traffic are moving at similar speeds, traffic in left-hand lanes may sometimes be moving faster than traffic to the right. In these conditions you may keep up with the traffic in your lane even if this means passing traffic in the lane to your right. Do not weave in and out of lanes to overtake”.

Only stop on the hard shoulder in an emergency. Try your best to stop near an emergency telephone; this will minimise how far you need to walk on the hard shoulder. Park as far to the left of the emergency lane as possible and turn wheels to the left. Always use your hazard lights when stationary on the hard shoulder. Exit the vehicle by the passenger door and lock all the doors.

Wear hi-visibility clothing and stand behind the barrier if present. DO NOT stand in front of your vehicle whilst awaiting assistance. Always watch oncoming traffic – there are many incidents where vehicles waiting on the hard shoulder are struck by passing vehicles.

Do not attempt even simple repairs on the motorway; contact the Your Business Name vehicle recovery service provided by (include Recovery Service Name) on (include telephone number). Use the emergency telephone, the call is free and it will give the Police control operator your exact position. Remember that emergency telephones do not have a dialing tone. Face oncoming traffic when you are using the telephone.

Remember, on returning to your vehicle, wait on the embankment or verge, away from the edge of the carriageway. If an unidentified vehicle stops and you are alone, get back in your vehicle in the nearside and lock the doors. It is illegal for anyone but a breakdown service, Highways Agency vehicle or emergency service vehicle to stop on the motorway and offer assistance.

(Insert is appropriate – you are issued with a high visibility waistcoat, which you should
keep on in the vehicle and wear whilst waiting for assistance to arrive.)

11. Speeding and Parking Offences
Always comply with the speed limit on the road you are using and never drive faster than is appropriate for the prevailing conditions.

Speeding convictions and traffic related prosecutions must be reported to your (insert name of management role) immediately, irrespective of whether you were driving for work or outside work and irrespective of the vehicle you were driving.

The payment of any fines resulting from motoring or parking offences is your responsibility. If you drive a company vehicle and fail to pay a fine, the charge will be deducted from your salary and you may be charged an administration cost.

Remember that this policy requires you to drive to the standards laid down in the Highway Code. Breaching those standards will be viewed as a failure to comply with this policy and may result in disciplinary action.

12. Aggressive Driving Behaviour and Road Rage
Drivers may become aggressive due to stress or other mood states. If you are prone to becoming impatient with other road users, then you are at a higher risk of demonstrating aggressive behaviour toward others. Try and be aware of any such trait in your driving (especially when under pressure) and the effects it may have on your driving performance in terms of exposing you to escalating conflict with other drivers. Failure to maintain appropriate levels of awareness, and a general raising of the risk of being involved in a collision.

When you experience aggression from other road users, you should make every effort to avoid engaging with them. Avoid eye contact and concentrate on control of your vehicle and the driving situation around you.

13. Insurance
If you are using your own private vehicle on company business, you must have appropriate business insurance cover. Business insurance cover can vary depending on type of business use, so you should consult with your insurer on the right cover.

You are insured to drive your company provided vehicle in connection with the business of the company. Any other use of your company provided vehicle is not covered by the company’s insurance policy unless otherwise agreed by (Insert Your Business Name).

QBE will deal with all claims made by the third parties and so under no circumstances are you to admit liability or to make any arrangements for payment yourself.

Following an incident, any third party communication, notice of intended prosecution or summons must be passed to the (Insert as required – Company Insurance Manager), unanswered, immediately.

Insurance does not extend to individuals who have been disqualified from driving.

(Insert as appropriate - if you are requested to show your Certificate of Insurance to the Police and you drive a company vehicle, request a copy of the certificate from the Fleet Management Department and you will receive a copy in a timely manner to ensure you can produce the certificate within the legally required 7 days

(Insert as required - If our insurers charge additional premium in respect of individual
drivers due to that drivers’ claims history, the company reserve the right to charge the additional cost to the driver.)

**14. Vehicle Servicing & MOT**

It is your responsibility to ensure that your company vehicle is being serviced and maintained in accordance with the manufacturers recommendations and this policy. (Insert as necessary - Your Fleet Management team will work with the vehicle leasing company to ensure that service schedules are adhered to). Contact your line manager for further details on vehicle servicing arrangements.

If you drive your own vehicle for work purposes you must ensure that the vehicle is roadworthy and fit for purpose. This will involve having an up to date Test Certificate if the vehicle is more than three years old. You should also ensure that the vehicle is serviced in line with the vehicle manufacturer’s recommendations.

**15. Driving Licence**

Any person driving on company business must hold the appropriate and valid category of licence for that vehicle at all times. All drivers must submit their original driving licence for validation when starting employment or before a vehicle is driven on company business and thereafter at least annually.

(Insert Your Business Name) reserves the right to validate driving licences via the DVLA. All drivers must complete a driver mandate form to enable this validation to take place. The completed mandate is valid for three years, but should the employee leave the company, the mandate will be cancelled and no further checks will be undertaken.

(Insert Your Business Name) reserves the right to assess your driving competency and safety using an appropriately qualified driving assessor or proprietary on-line driver profiling tool when:

- Your license is returned to you following a driving ban
- Your license is endorsed with points for speeding

Other concerns for your safety or the safety of others, relating to driving at work, that may be identified through the Company’s risk assessment processes

If you have been banned from driving, when you receive your licence following the ban, you must notify your (Insert name of management role) before you drive on company business. This will allow enquiries to be made as to whether you will be covered under the motor fleet insurance policy.

(Insert Your Business Name) reserves the right to carry out driver licence checks on the following basis:

- Up to 3 points - Annually
- Over 3 points / Under 9 points - Every 6 Months
- Over 9 points - Every 3 Months

If driving is a requirement for the fulfilment of your job role at (Insert Your Business Name), the loss of your licence due to driving convictions, may result in the loss of your employment.

**16. In Car Distractions**

Driver distraction is the primary causal factor in over 67% of crashes. Distraction can be caused by a variety of things:

Internal distraction – this could be caused by stress (work-related or otherwise), illness, or other non-driving related concerns that cause your mind to drift resulting in loss of concentration on the driving task.
External distractions – These may be environmental e.g.; distracted by something going on outside the vehicle away from the direct driving situation. Or they may be self-generated such as phone conversation (hand-held or hands-free), interaction with in car technology (sat-nav, in car entertainment or ancillary equipment), passenger interaction (children, dogs etc.). Use of smoking materials.

Company vehicles are classed as workplaces and work equipment. You must not smoke in a company vehicle. If you drive your own vehicle you should refrain from smoking when driving as smoking can distract from the driving activity. You should also refrain from eating and drinking whilst driving as these activities also provide a driving distraction.

Mobile phones must not be used whilst driving, unless a legally compliant hands free kit is available for use. Even so, it is important to know that the use of hands-free phones considerably reduces your ability to respond to developing hazards as you focus on the conversation.

It is legal to use a mobile phone with hands free kit, but (Insert Your Business Name) request that only incoming calls are taken and kept to a minimum duration. If you need to make a call, or if you need to take a call that is going to be long and detailed, you must find a safe place to pull over, switch off the engine and make the call. Drivers engaged in hands-free telephone conversations have been prosecuted for offences where the phone conversation can be shown to have caused distraction leading to an incident. Police will generally check mobile phone records of drivers involved in crashes.

Other nomadic devices like tablet computers and smartphones with applications and email functionality must not be used when driving.

Satellite navigation tools can be useful but the destination must be set before the vehicle starts its journey. If you need to change the destination in the device, pull over in a safe manner and make the necessary adjustments whilst the vehicle is stationary. The device must also be located so as not to obscure the view through the windscreen. The ideal position in most cars is the bottom right hand corner of the windscreen. However if using a charging cable to connect to a power socket, be careful that the cable is safely routed to the device.

These rules apply to using your own nomadic devices as well as company issued devices.

(Insert as necessary – There is a specific mobile phone policy which you must familiarise yourself with before driving for business purposes).

Obtain permission for fitting ancillary equipment to your company vehicle from the leasing company and the (Insert as necessary – Fleet Management Department). The leasing company must also be consulted on the positioning of ancillary equipment.

17. Health Issues
You must notify your (insert name of management role) if you have any medical condition which could impair your ability to drive safely.

The DVLA sets minimum medical standards for drivers and includes medical conditions that have to be reported to DVLA. (Insert as necessary - There are additional rules that apply to drivers of minibuses, buses and vehicles over 3,500 kg in weight.) Some of the conditions that need to be reported include:
• Respiratory and sleep disorders
• Visual disorders
• Psychiatric disorders
• Diabetes
• Cardiovascular disorders
• Neurological disorders

Further guidance can be found in the leaflet ‘At a Glance Guide to the Current Medical Standards of Fitness to Drive’, which is available, free from DVLA. It is a criminal offence not to report a relevant condition to the DVLA and employers who conceal this information about their employees can also be prosecuted.

If a doctor has advised against driving a vehicle, you must not drive any vehicle until a doctor certifies that you are fit to drive again.

Some prescription medicines will affect your ability to drive safely due to them making you feel drowsy. Be sure to ask your GP if the medicine you are being prescribed affects your ability to drive. Be aware the some over-the-counter medication may also affect your ability to drive. Always read the label on the medicine and do not drive if you are affected.

18. Driver Fatigue
Driving when tired is a significant contributory factor in road crashes. It is your responsibility to ensure you are fit to drive. You should plan your journey so you have time to take breaks. As a guideline, you should take a break of at least 15 minutes whenever you have driven continuously for 2 hours, or less than this if you begin to experience fatigue whilst on a journey. Useful tips to remember include:
• Talk to your manager about planning work schedules to avoid fatigue when driving. This issue should be included in the risk assessment for your activity.
• Short frequent breaks should be taken when you get fatigued.
• During your break, walk around and stretch and try and drink a cup of coffee or other caffeinated drink.
• Set the alarm on your mobile, lock the car doors and take a ‘power nap’ of no more than 15 minutes.
• Do not drive away until you are feeling fully awake.

Once fatigue starts to affect your driving, some of the above actions may help postpone the effects, but they will not cancel fatigue out indefinitely, if you start to experience tiredness again on the same journey, you should seek to end your journey. (Insert as necessary – Your Company Name has a policy of paying for overnight accommodation if you would otherwise be driving after a significantly long day. Speak to your manager to discuss the need for overnight accommodation and obtain details of how to book suitable accommodation.)

Taking a break from driving on a regular basis will also help reduce the risk of suffering deep vein thrombosis, which can affect individuals who are seated in the same position for long periods of time.

19. Sleep Apnoea
Sleep Apnoea is a condition that prevents people from achieving a restful nights sleep as it interrupts sleep by causing the sufferer to stop breathing, frequently through the night, thus causing them to suddenly awake in effect, in order to take a breath.

The condition mainly affects older people, especially those who may be overweight. As with many other sleep disorders, many people who suffer from do not realise they
have the condition and it is thought to be a factor in many road traffic collisions.

This condition (along with many other types of sleep disorder) can cause you to fall asleep at the wheel. Obstructive Sleep Apnoea is a medical condition and more than just feeling tired. Symptoms to look out for include:

- General restless sleep
- Falling asleep during the day
- Morning headaches
- Difficulty concentrating and forgetfulness
- Irritability and mood changes
- Loud snoring with periods of silence, then a gasp for air

You need to consult your GP if you suspect you may have this, or other sleep disorder condition as it presents a hazard to drivers. Most sleep disorders can be successfully treated.

20. Eyesight
You must take an eyesight test with an optician every 2 years or immediately if you suspect you have a problem with your eyesight. If you need prescription lenses for driving you must wear them whenever you drive and for summer driving, ensure that sunglasses have prescription lenses too.

In addition to the two yearly tests, (Insert Name of Business) reserves the right to require you to carry out periodic eye sight checks to the standard specified in The Highway Code. Your line manager will contact you on this matter if an eyesight check is required.

21. Private Use & Business Use
When being used for non-business driving where permitted, the vehicle must not be used for competitions, racing or off road driving activities. Driving tuition must not be provided in company vehicles.

Only (Insert Your Company Name) employees are permitted to use company vehicles for business purposes. You must ensure that your company vehicle is always available for business use. You must where required, also comply with the company procedure for recording business mileage covered in your vehicle.

If you wish a non-company employee to be authorised to drive your company vehicle, you must contact your manager to obtain authorisation. Non-employees who are authorised to drive a company vehicle must only use the vehicle for social, domestic or pleasure purposes. (Insert Your Business Name) reserves the right to check the status of other authorised drivers licences held by non-employees who drive company vehicles.

22. Weather Conditions
Be aware if speed when driving in wet or icy conditions. Slow down, keep your distance from the vehicle in front and always ensure your windscreen wipers are in good condition so your visibility in wet weather is not compromised. If you feel your vehicle hydroplane or skid, ease your foot off the accelerator as you gently steer into the skid. Apply brakes smoothly if necessary. If you feel the anti-lock braking system operating (a buzzing/rumbling type sound along with a vibrating brake pedal) maintain pressure on the pedal.

Do not attempt to drive through water if you do not know the depth and never drive through water that is deeper than the underside of the vehicle.

In foggy weather, use your fog lights with dipped headlights and use your foot brake lightly so cars behind can see your lights.
Slow down and keep your distance from the vehicle in front.

When driving on snow or ice, if your vehicle skids, don’t brake sharply, steer gently and smoothly into the skid until you regain control. If conditions are treacherous, think twice about driving; call your line manager to discuss other transport options.

Most modern fleet vehicles will be equipped with Anti-lock brakes and Traction Control/ other driver assistance devices. Check your handbook to be sure of what devices are fitted to your vehicle. This equipment must not encourage you to drive at inappropriate speeds in poor conditions.

23. Drinking & Drugs
You must not drink alcohol and drive. Any breach of this rule whilst you are on a business journey could result in your instant dismissal from your employment. You should always remember that it is still possible to be ‘over the limit’ from alcohol consumed the previous night. If you are in any doubt, do not drive.

It is also an offence to drive a vehicle if your ability to do so is impaired by the use of recreational drugs, or even prescribed or non-prescribed drugs. Always check that prescription medicines will not affect your ability to drive. If you are caught by the Police whilst driving under the influence of drugs, you are liable to prosecution and you may face (Insert Your Company Name) disciplinary procedures.

If you cannot drive because of medicines that have been prescribed to you, the company will seek alternative duties until you can commence driving.

24. Passengers, Children & Seat Belts
You are not permitted to pick up hitch-hikers in a company vehicle, or carry passengers for hire or reward. When carrying passengers, do not exceed the seating capacity of the vehicle and ensure that all passengers wear seat belts unless you can verify that they hold a valid medical exemption certificate.

Children aged under 12 years who are also less than 135cm (4’5”) tall must use an appropriate child restraint when travelling in cars. Children aged 12 years or over (or over 135cm tall) must wear a seat belt.

For all children under 14 years it is the driver’s responsibility to ensure that the appropriate restraint or seat belt is being used by the child.

It is important that you ensure that you have the correct child seat and that it is correctly fitted before you carry children in your vehicle. Expert advice on this subject must be sought before carrying child passengers. Your motoring organisation or Police can advise you on this.

If you are pregnant, you must still use a seat belt, even if it is uncomfortable. Never use the lap portion of the seat belt only. Position the lap portion of the belt across the hips so it fits under the position of the baby.

25. Towing
If you passed your driving test before 1st January 1997 you are entitled to tow trailers until your license expires. The combination of vehicle and trailer can weigh up to 8.25 tonnes. If you passed your test after 1st January 1997 you are only able to tow trailers up to 750kg. Anything above this requires you to pass an additional DSA Towing Test to obtain category B + E on your license.

The fitting of a tow bar will be at your expense and the Company accepts no liability for the trailer you will be towing. Any such device must be legally compliant
with your vehicle. Check with your leasing company or manufacturer if you are unsure.

26. Driving Abroad
Company cars may be taken to EU countries as well as Switzerland and Norway for holidays. This arrangement will be reviewed on an annual basis and the Company may withdraw the concession at its discretion.

You are responsible for all costs associated with foreign travel whilst you are using a company vehicle on holiday. (Insert as required - You must contact the Fleet Management Department to discuss arrangements for breakdown and recovery. You must also obtain a copy of the vehicle registration document, a letter of authorisation and a copy of the insurance certificate from the Fleet Management Department.)

In most European countries you are required by law to carry additional safety equipment e.g. spare bulb kit, first-aid box, warning triangle, fire extinguisher and high visibility vests for each occupant. Ensure that you know the requirements of the countries through which you will be driving.

27. Parking & Manoeuvring
Most Company vehicle damage results from slow speed manoeuvring. These are for the most part, preventable incidents that cumulatively produce considerable direct financial loss to the Company. Exercise caution when parking, use effective all round observation and remember the following:

- Make sure you are allowed to park in the space.
- Make sure the space is big enough.
- Do not obstruct vehicles or walkways.
- Check that there is no glass or obstruction in the parking space.
- Ensure that the space provides security for you and the vehicle, particularly if you will be returning to the vehicle after dark.
- Reverse into the space where practicable

28. Night Driving
Our visual perception and periphery vision are significantly compromised when we drive at night as our eyes receive information differently in low light/dark conditions. To make night driving easier; ensure that your lights and windows are clean, ensure headlights are correctly adjusted and working. Avoid glare from approaching vehicles by monitoring the left edge of the road until the other vehicle passes.

If you have concerns about your night vision you should consult an optician.

29. Vehicle Management
You are required to take responsibility for the maintenance of your company vehicle. The maintenance and servicing programme should follow the manufacturer or lesors requirements and should be carried out by an authorised dealer. Always ensure that the service logbook for the vehicle is stamped by the servicing garage and retained in the vehicle. Contact the (Insert correct role - e.g. Fleet Manager) for more instructions on the service requirements for the vehicle.

You are also required to carry out regular simple checks on your vehicle. The following checks should be undertaken:

Daily Checks - walk round check to include - tyres, lights, windscreen cleanliness
Weekly Checks - engine oil level, radiator water level, tyre pressure and tread wear, windscreen washer reservoir level, clutch
and brake fluid reservoir levels and a visual check of the engine compartment.

Depending on the type of company vehicle you are required to drive, you may be requested to record the vehicle check procedure. Your line manager will provide you with more information if this requirement is applied to your vehicle.

30. Non-collision repairs
The authorised dealer will repair company vehicles on condition that the vehicle has been appropriately serviced and maintained. Contact the (Insert correct role – e.g. Fleet Manager) for more instructions on the non-collision repairs and defect reporting procedure for your vehicle.

31. Vehicle Security
Always drive with your doors locked. In the unlikely event that a person forces you to hand over the keys to your car, do not resist. Never leave your vehicle unattended with the keys in the ignition e.g. when warming up the car in Winter, insurance cover may be invalidated if you do so.

Always lock your vehicle when it is unattended. The vehicle alarm/deadlocks must always be used. Disciplinary action may be taken if a theft from or of a vehicle is made and any such device has not been deployed. Please ensure that you consider the security risk of any location in which you leave a company vehicle.

To reduce the risk of losses, all personal effects or items/equipment should be locked out of sight wherever possible, or preferably be removed from the vehicle. This includes removable audio players, portable navigation devices and their mounting brackets or any other detachable devices that may attract thieves.

At home, do not leave car keys close to doors with letter boxes or visible through windows.

32. Seat Positioning
To minimise the possibility of suffering back, neck or shoulder discomfort, it is important to adjust the drivers’ seat appropriately. Your handbook may give guidance on this.

As a general guide, The shoulder blades should be in contact with the back of the seat and the lower spine should not push into the back support. The back of the head should rest on the head restraint. You should be able to rest your wrist on top of the steering wheel without stretching forward.

You should avoid sitting too close to the steering wheel as this may restrict your ability to move the steering wheel and you could risk injury from the airbag if activated. A general guideline of 25cm may be considered, but as manufacturers differ then you should consult your handbook or vehicle manufacturer.

33. Head Restraints
The head restraint must be as close to the back of the head as possible. The top of the restraint should be as high as the top of the head.

34. Load Carrying
You are required to load your vehicle in a way that does not cause danger to you, your passengers or other road users. Remember to place heavy items low in the vehicle and preferable in the luggage area rather than seating.

Spread the load as evenly as possible, load heavy items along the centre of the vehicle and ensure that loads are restrained to prevent movement in transit or in the event of a collision.

Please ensure that the manufacturer handbook is referred to in order to obtain vehicle loading limits and information on restraining points. For heavy or large items
it is recommended that a risk assessment should be undertaken before loads are carried.

If the vehicle has been provided with a fire extinguisher, do not use the extinguisher unless you, your passengers or others, are at risk from fire. Vehicle materials can be toxic and/or explosive when burning. If a fire occurs you are advised to vacate the vehicle, get well away from it and call the emergency services.

A fire extinguisher must be securely fitted in an easily accessible place that does not interfere with driving control, or in a position whereby it may cause injury to the driver or passengers.

35. Windscreens
In the event of damage to the windscreen or windows, please organise repair/replacement using one of the following emergency numbers: -

(Insert your windscreen replacement contractors’ details here)

36. Tyres
If a tyre on your vehicle is punctured or damaged, drive slowly to a place that is safe to stop at. Switch on your hazard warning lights and use your emergency triangle. Call our tyre replacement contractors (Insert tyre company name) on this number ....... and a replacement tyre will be fitted to your vehicle.

37. Batteries
Please contact the authorised vehicle dealer if you have any battery maintenance issues.

38. Speedometer
It is an offence to drive the vehicle when the speedometer and/or odometer are defective. It is your responsibility to ensure that the speedometer is in proper working order at all times. If there is a problem with the odometer, please contact the authorised dealer.

39. Cleanliness
You are required to maintain your vehicle in a clean condition both internally and externally. The company reserves the right to inspect vehicles at any time. If valet services are required, the vehicle driver will be asked to reimburse the company.

40. Useful Advice
- Carry spare light bulbs for your vehicle. This is a legal requirement in many European Community Countries
- Check the oil level of the vehicle when the engine is cold and the vehicle is parked on a level surface
- If fitted, check your spare wheel to ensure it is roadworthy
- Use an appropriate screen wash solution to prevent washer water freezing in the winter and to help keep the windscreen clean in the summer
- Windscreen wipers deteriorate over time and ideally, should be replaced on an annual basis
- Always carry a pair of sunglasses in the vehicle and if you have vision that needs correcting for driving, ensure the sunglasses have prescription lenses
- If you wear corrective glasses or contact lenses for driving, Carry spares in your glove box
DECLARATION BY EMPLOYEE

(Insert Your Business Name) expects each employee to follow the requirements of this policy, relevant legislation and the Highway Code. These requirements apply irrespective of who supplied the vehicle that you drive on business.

I have read the (Insert Your Business Name) driver handbook and understand the contents and agree to abide by its terms and conditions.

Failure to abide by the above terms could result in disciplinary action or dismissal under the terms of the (Insert Your Business Name) employment manual.

Employee’s name:

Signed:

Date: