

COMMERCIAL DRIVER HANDBOOK



Company Name Displayed Here



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INTRODUCTION

This handbook outlines the standards for employees of Insert Your Company Name Here regarding the use of company-owned vehicles or vehicles being used on company business that are owned by others. Please read it carefully before driving for work and ensure you follow its requirements. If you have any questions about this handbook, please contact your direct manager or the employee responsible for managing the vehicle fleet **[Insert Contact Details]**.

To comply with new government regulations and ensure we are offering the best health and safety guidance, Insert Your Company Name Here reserves the right to change the contents of this handbook at any time. However, any changes will be made known to you.

Be sure to keep this handbook readily accessible for easy reference. We recommend keeping it in your vehicle at all times. Use the guidance in this handbook to help ensure that any travel in a company-owned vehicle or your own vehicle for work is safe and successful. Insert Your Company Name Here values your safety and well-being, but remember that you are ultimately responsible for driving safely, competently, and compliantly.

The content of this sample Commercial Driver Handbook is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU, or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

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Things to Know Before You Go

2. Useful Telephone Numbers

- **[Insert useful contact information specific to your business]**
- **Insurance Company**
- **Breakdown Cover and Assistance**
- **Leasing Company**
- **Car Hire Company**
- **Vehicle Fleet Department**
- **Windscreen Replacement**
- **Tyre and Exhaust Replacement**
- **Vehicle Service and MOT**

3. Conditions of Use

By accepting a vehicle to use for work purposes from Insert Your Company Name Here, you agree to keep that vehicle in a good condition, ensure that it is safe and roadworthy at all times, and to make it available for business purposes to other authorised members of staff when required.

If Insert Your Company Name Here has authorised you to drive your own vehicle for work purposes, you are required to insure your vehicle for business use. In addition, you must ensure that your vehicle is maintained in good condition, is currently taxed, regularly serviced and has a valid MOT certificate (if necessary). To prove that your vehicle is compliant and roadworthy, you will need to provide a copy of the following documents to **[Insert Applicable Manager]**:

- V5C log book
- Insurance certificate verifying your vehicle is insured for business use
- Most recent service log
- Ministry of Transport (MOT) certificate, if necessary
- Confirmation of breakdown cover

You must provide these documents on an annual basis to [Insert Applicable Manager] or risk losing your authorisation to drive the vehicle for work purposes.



4. Permission to Drive

Only current employees of Insert Your Company Name Here whom have been authorised by **[Insert Applicable Manager]** have permission to drive company vehicles. Provisional licence holders are not permitted to drive company vehicles. Insert Your Company Name Here reserves the right to refuse driver authorisation at its own discretion. Insert Your Company Name Here requires all employees who drive for work to attend and complete a driver safety training course.

5. Driver Code of Conduct

As an employee driving for work, your conduct represents Insert Your Company Name Here, and, thus, you are expected to display a high level of decorum, safety, and consideration for others while driving. Vehicle collisions are often attributed to dangerous, careless, or inconsiderate driving, so your behaviour on the road will directly determine your safety as well as the safety of others. In addition to the more detailed guidance and requirements that are in this handbook, be sure to comply with the following general driving advice to ensure you are displaying proper driver conduct:

- Verify that you and passengers are wearing seat belts before starting the vehicle (unless a valid medical exemption certificate is held).
- Exercise caution, stay aware and act responsibly when driving.
- Ensure that you are fit to drive—both physically and psychologically.
- Keep in mind that your mood can seriously impact the way you drive.
- Be courteous to other drivers and road users in all circumstances.
- Avoid distractions and stay observant at all times.
- Use appropriate lights when visibility is poor, but remember to turn off fog lights when visibility improves.
- Stay out of other drivers' blind spots. Try making eye contact with other drivers to make sure they see you.
- Obey speed limits and travel at an appropriate speed.
- Keep an appropriate distance from other vehicles—at least a two-second gap.
- Use extra caution when driving past schools.
- Refrain from engaging in conflict with other road users.
- Deploy correct signalling to ensure that other drivers are aware of your movements.
- Do not accelerate toward amber traffic lights. Only proceed on amber if it appears after you have crossed the stop line or you are so close to it that to pull up might cause an accident.



Things to Know Before You Go

- Make way for approaching emergency vehicles as soon as you hear them and it is safe to do so.
- Never eat or drink whilst driving.

6. Reporting Collisions and Incidents

Immediately following an accident or other incident, remember to stay calm and prioritise the safety of you and your passengers. Contact 999 if anyone is injured and if there is any damage—the Road Traffic Act requires you to stop and report a collision to the police if it involves any of the following:

- Personal injury to a person other than the driver of the vehicle
- Damage to a different vehicle or someone else's property
- Injury to an animal in another vehicle or one running across the road
- Damage to any other property constructed on, affixed to, growing in or otherwise forming part of the land where the road is

Failing to report an accident within 24 hours involving any of the above—or one in which names and information were not exchanged—may result in prosecution.

If you have to stop, ensure the vehicle is immobile and you and any passengers are uninjured before exiting the vehicle and finding a safe place to wait away from moving traffic. If it is safe to do so, give assistance to others. Refer to the 'Useful Telephone Numbers' section for other important contact information and remember to call **[Insert Applicable Manager]** and Plan Insurance Brokers as soon as possible.

After ensuring the scene is safe, begin recording the facts of the accident. The initial facts gathered after an accident will lay the foundation for potential legal actions, so be sure to document as much as possible. Use the 'Motor Vehicle Accident Report' form in the Appendices to capture important details such as vehicle and witness information, and use your mobile phone to take photos of the damage.

7. Investigating Collisions and Incidents

As part of our continuous risk management programme at Insert Your Company Name Here, **[Insert Applicable Manager]** will record and investigate all incidents and collisions. Thorough collision investigation helps us reduce accident frequency and keep our employees safe. Employees must cooperate fully with collision investigations in order for them to be effective. Insert Your Company Name Here reserves the right to require employees to attend additional driver education courses, a driver profiling session and any other driver training deemed appropriate.

8. Breakdowns

If your vehicle breaks down, firstly, think of all other road users and do the following:



Things to Know Before You Go

- Get your vehicle off the road, if possible, by pulling onto the hard shoulder and stopping as far to the left as possible, with your wheels turned to the left.
- Switch off the engine and exit the vehicle out the left-hand door.
- Warn other drivers by using your hazard warning lights if your vehicle is causing an obstruction.
- Help other road users see you by wearing light-coloured or fluorescent clothing during the day and reflective clothing at night or in poor visibility.
- Put a warning triangle on the road at least 45 metres (174 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them. Always take great care when placing or retrieving them, but never use them on motorways.
- If possible, keep your sidelights on if it is dark or if visibility is poor.
- Do not stand (or let anybody else stand) between your vehicle and oncoming traffic.
- At night or in poor visibility, do not stand where you will prevent other road users from seeing your lights.

Do not attempt to make any repairs. Instead call Insert Your Company Name Here and [Insert Breakdown Assistance Firm Name and Phone Number]. Look for any driver location signs so you can communicate exactly where you are. If the breakdown occurs on a motorway and you do not have a mobile phone, use the roadside emergency telephones, which connect to the police/Highways Agency.

9. Receiving and Returning a Vehicle

When receiving your work vehicle, always read the vehicle manufacturer's handbook carefully before driving, and keep that handbook as well as this one in the vehicle's glove box at all times. Because a motor vehicle is defined as work equipment under the law, Insert Your Company Name Here requires all employees who drive for work to understand how to operate their vehicles safely and legally.

When returning your work vehicle, ensure you have thoroughly cleaned the inside and outside and updated the 'Vehicle Service Due Status Report' form, located in the Appendices. Insert Your Company Name Here reserves the right to charge employees for any excessive repairs or cleaning that is required after vehicles have been returned.

10. Avoiding Driver Fatigue

Driving while fatigued can slow down your reflexes, impair your judgement or even cause you to fall asleep at the wheel. In short, fatigue makes driving dangerous and increases your risk of getting into an accident. To avoid becoming fatigued while driving, follow these beneficial tips:



Things to Know Before You Go

- Discuss your driving schedule with **[Insert Applicable Manager]** to ensure that it is manageable and provides you with enough time to adequately rest.
- Take at least a 15 minute break every two hours to get out of the car and stretch your legs.
- Avoid drinking highly caffeinated drinks—such as coffee or certain carbonated drinks—as these could increase the effects of fatigue after their potentially beneficial influence has worn off.

The simplest solution to avoid the effects of fatigue is to regularly get between six and nine hours of sleep each night. However, even with the appropriate amount of sleep, fatigue can come on suddenly. For that reason, it is important to learn the symptoms of fatigue, which include the following:

- Restlessness or irritability
- Lapses in attention or difficulty focusing
- Daydreaming or wandering, disconnected thoughts
- Drifting from your lane, tailgating or hitting the hard shoulder rumble strip

If you begin to experience any of the above symptoms or feel that you have become too tired to continue driving, pull off the road when it is safe to do so and take a break.

11. Checking Your Vision

Your vision must be adequate enough to read the new-style number plates (eg, AA55 AAA) at a distance of at least 20 metres (roughly 65 feet), or the old-style number plates (eg, A555 AAA) at a distance of at least 20.5 metres (67 feet).

Have your eyesight checked at least every two years by an optician in order to verify that you have a visual acuity of at least decimal 0.5 (6/12), as measured on the Snellen scale. If you need glasses or contacts to properly see, they must be worn at all times while driving. In addition, if you have a spare pair of glasses or contacts, you should keep them in the car if you plan to drive for an extended period of time.

12. Abstaining from Alcohol and Drugs

Under no circumstances may you drink and drive. If you are caught drinking while driving a Insert Your Company Name Here vehicle, you could be dismissed from employment immediately. It should be noted that, even after a night of 'sleeping it off', you could still be impaired by the effects of alcohol. If you suspect that you are still under the influence of alcohol, do not drive.

In addition, under no circumstances should you drive if you are impaired by recreational drugs, or prescribed or non-prescribed medications. Again, if you are caught driving a Insert Your Company Name Here vehicle while under the influence of any type of drug, you could be immediately terminated as well as face prosecution charges. If you are unable to safely drive because of



Things to Know Before You Go

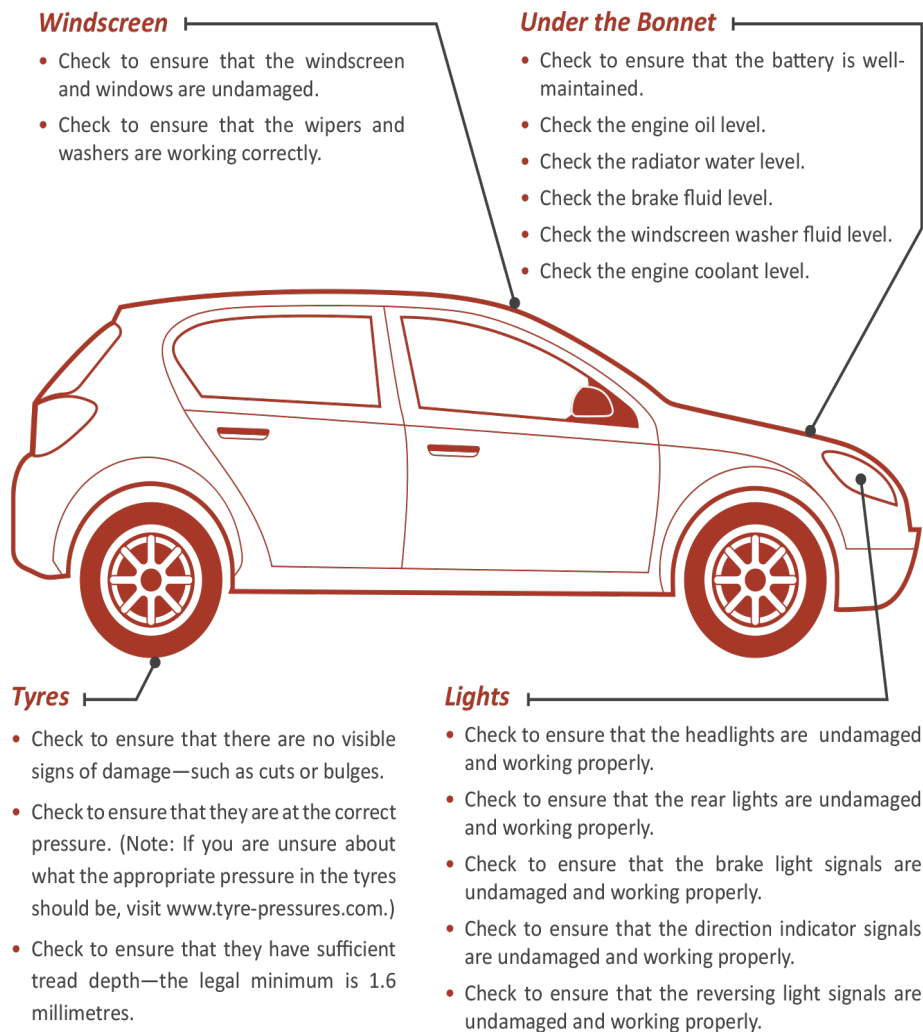
medication that has been prescribed to you, talk to **[Insert Applicable Manager]** to arrange alternate assignments until you can resume your regular driving duties.



Things to Know About Your Vehicle

13. Vehicle Check—Exterior

It is the responsibility of Insert Your Company Name Here to ensure that each of our vehicles are properly registered, taxed, inspected and insured. However, it is your responsibility to conduct a vehicle check before getting behind the wheel. When conducting the inspection, the vehicle should remain off and include the component checks below. Use the 'Vehicle Inspection Checklist' located in the Appendices to record your findings.



If you find any damage or feel that the vehicle is unfit or unsafe to drive, contact [Insert Applicable Manager].



14. Vehicle Check—Interior

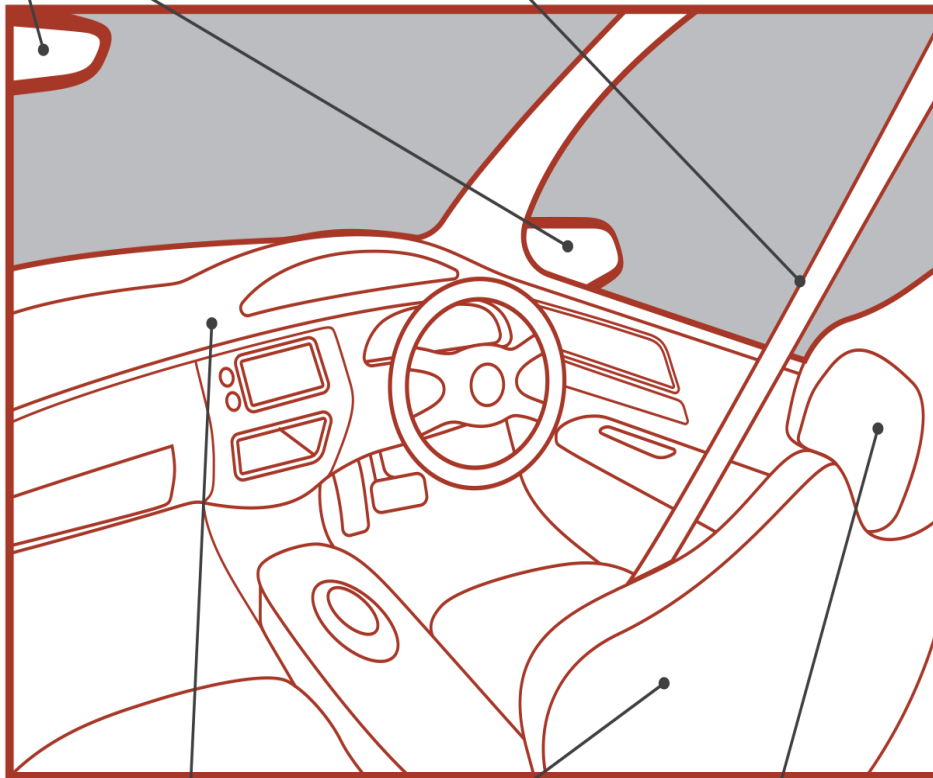
Before you begin your drive, you should conduct a brief inspection of the vehicle's interior. A standard inspection of a vehicle's interior should include the component checks listed below. Use the 'Vehicle Inspection Checklist' located in the Appendices to record your findings.

Mirrors

- Adjust the wing mirrors until you can barely see the rear end of the car.
- Adjust the interior mirror until it is facing the centre of the rear window.

Seat Belts

- Check to ensure that there are no visible signs of damage—such as cuts and wear.
- Check to ensure that the seat belt is working properly.
- Adjust the seat belt until it comfortably secures your body from your right shoulder to your hips.



Dashboard

- Check to ensure that there are no warning lights on when you start the car.
- Check to ensure that the airbag light is off.
- Check to ensure that all the gauges work.

Head Restraints

- Adjust the head restraint until it is as close to your head as possible.

Driving Position

- Adjust the seat until you are able to see and reach all of the controls comfortably.

If you find any damage or feel that the vehicle is unfit or unsafe to drive, contact [Insert Applicable Manager].



15. Vehicle Check—Extended Breaks

If you were to take an extended break from driving—such as at a motorway service area or overnight—it is your responsibility to ensure that your vehicle and/or load is properly secured and safe. For that reason, if you plan to leave the vehicle unattended for any amount of time, you should perform an inspection before you leave and after you have returned. A standard inspection should include the following components:

- Ensure that there are no high-end electronics—such as a satellite navigation system, mobile phone, portable music device, etc—or other valuables—such as any items you are transporting—that are easily visible through the car windows.
- Inspect the load to ensure that it is secure and that it would be difficult for a potential thief to get to the items. If you are transporting a load with a roof rack or trailer, it is recommended that you secure it with a padlock.
- Inspect the vehicle to ensure that there are no leaks and no damage to the body or tyres. In addition, when you return, you should inspect the tyre pressure, as the reading will be inaccurate if you check it right after driving for several hours.
- Close all windows.
- Lock the vehicle.

If you find any damage or if there is theft, you should contact [Insert Applicable Manager].

16. Using Your Own Vehicle

If you choose to use your own vehicle for work (excluding your daily commute), you need to verify that your motor insurance policy includes cover for business use. In addition, you should inform your insurer that you will be using the vehicle for work purposes and explain how exactly your vehicle will be used for your job.

At any time, Insert Your Company Name Here may request that you provide documentation that confirms whether your vehicle has the proper certifications and insurance, and that it meets all maintenance standards. For that reason, before you begin driving your vehicle for work, you should make sure that you do the following:

- Ensure that the vehicle is properly taxed.
- Ensure that you have the proper licences.
- Ensure that the vehicle has a V5C log book.
- Ensure that the vehicle has a valid MOT certificate.
- Have the vehicle serviced according to the manufacturer's recommendations and agree to conduct regular vehicle safety checks.



Things to Know About Your Vehicle

- Agree to not carry loads that would be impractical for your vehicle.
- Agree to not carry any hazardous materials.
- Agree to only carry as many passengers as you have seat belts.
- Agree to not drive your vehicle in conditions that it was not designed to handle, such as off-road.
- **[Any additional standards that you would like to include]**

17. Driving with Secure Loads

Under Regulation 100 of the Road Vehicles (Construction and Use) Regulations 1986 and Regulation 40A of the Road Traffic Act 1988, you are required to load your vehicle in a safe and legal manner. These regulations apply even if someone else has loaded your vehicle. Before you begin to load your vehicle, you should review the manufacturer's handbook to identify the vehicle's weight limit and the restraining points. In addition, as you load the vehicle, be sure to follow these general rules:

- Place heavy items in the boot.
- Distribute the load evenly throughout the vehicle, beginning at its centre.
- Restrain all items to ensure that none of them can freely move about.
- Avoid placing any loose items on the dashboard or rear parcel shelf.

There may be a task that would require you to transport a load with the assistance of a roof rack. Similar to transporting a load inside a vehicle, you should review the manufacturer's handbook to identify the vehicle's weight limit and any mechanical adjustments—such as tyre pressure—that would need to be made. While the majority of the same rules for driving with a load would apply if the vehicle was outfitted with a roof rack, there are a few additional guidelines. If you plan to use a roof rack to carry a load, be sure to follow these additional rules:

- Ensure that the roof rack has been properly installed and is firmly attached.
- Distribute the load evenly.
- Restrain all the items to ensure that none of them are able to move freely about.

However, some loads may be too large to safely transport inside the vehicle or with the use of a roof rack. For these particular types of loads, you may need to use a trailer. Yet, you are only able to drive a vehicle with a trailer if you have the correct licence entitlement. If you will be transporting a load with the assistance of a trailer, you should follow these general rules:

- Inspect the trailer to ensure that it has been properly connected to the vehicle, including the electrical components.



Things to Know About Your Vehicle

- Distribute the load evenly across the trailer and ensure that no items are sticking out of the frame.
- Restrain all the items to ensure that none of them are able to move freely about.

In addition, if you are driving with a trailer attached, you must remember that you must adhere to slower speed limits and that you are unable to use the outside lane on motorways with three or more lanes.

Regardless of how you transport a load, you must always consider how the extra weight will affect the vehicle's handling and stopping distances.



Things to Know While Driving

18. General Driving Practices

While the advice provided in this section may seem straightforward, it is still important that you take it seriously. Even as a cursory overview, these tips could help you maintain or even improve your driving skills and keep you safe while on the road. So, please review the following general driving practices:

- Obey the speed limit.
- Focus on the road, other drivers and potential hazards.
- Minimise or get rid of any potential distractions.
- Wear your seat belt.
- Accelerate gently and decelerate smoothly, as this will help you save fuel.
- Turn off any electrical equipment that you do not need—such as heated rear windscreen, demister blowers and headlights.
- Keep your fuel tank at least one-third full.

19. Speed Limit Reminders

Posted speed limits indicate the absolute maximum speed that you can safely drive at in ideal conditions. Yet, speeding is a common driving habit, which, if left unchecked, could increase the risk of an accident occurring. To ensure that you adhere to the posted speed limit, follow this guidance:

- Concentrate on the road, other drivers and any potential obstacles.
- Check the speedometer every several minutes, especially when leaving high speed roads.
- Watch for speed limit changes and assume that the presence of street lights means 30 mph, until signs say otherwise.
- Remove any potential distractions such mobile phones, food, drinks, cigarettes, etc.
- Keep the volume on the radio turned down low.
- Slow down to at least 30 mph when entering a built-up area.

While you may arrive at your destination later by following the posted speed limit, there are several distinct advantages—such as improved fuel consumption, a reduced risk of receiving fines and potentially better insurance rates.



Things to Know While Driving

20. Common Driving Distractions

Driving demands your full attention to ensure your safety and the safety of other drivers. And, while you may be tempted to multi-task during a long drive, activities such as eating could distract you and reduce your reaction time. This could make it much more likely that you are involved in an accident.

If you were to be pulled over for driving while you were distracted, you could be charged with the following: 'failure to have proper control of your vehicle', careless driving or dangerous driving. For each of these offences, you could receive a fine and/or penalty points on your licence.

To ensure that you practise safe driving habits, review these common driving distractions:

- Using a hand-held mobile phone: It is illegal to use a hand-held mobile phone while driving. The only exception is if you are using one to call 999 or 112 for an emergency. (Be sure to review the Mobile Phone/Electronic Device Use While Driving Policy, located in the Appendices.)
- Using satellite navigation tools: If you plan on using a satellite navigation system during your drive, set it up before you leave.
- Eating and drinking: Wait to eat at a motorway service area or at your final destination.
- Smoking: In addition to being a distraction, you are not allowed to smoke in any company vehicles as they are classified as workplaces and work equipment.
- Dealing with mental health issues: If you feel that you are unable to safely drive because of stress, depression or other mental health issues, avoid driving until you feel better.



21. Safe Stopping Distances

The faster you are driving, the greater the distance you will need to safely slow down and stop. However, stopping your vehicle is not as simple as just applying the brakes. There are other factors involved, such as reaction time, speed, and following distance. To ensure that you are driving at a safe following distance, keep these tips in mind:

- Allow for two seconds' worth of distance between you and the vehicle ahead of you. During inclement weather or other poor driving conditions, increase the distance up to four seconds.



Things to Know While Driving

- Avoid distractions—such as eating, drinking, smoking, talking on a mobile phone, etc—while driving at high speeds or in congested areas.
- Remain focused on your surroundings—such as other drivers, road conditions, potential obstacles, etc.
- Stay aware of the posted speed limit and do not exceed it.
- Avoid using cruise control if the roads are wet or icy.
- Ensure that the vehicle's brakes are in good working condition.

22. Managing Road Rage

Road rage commonly includes aggressive driving habits—such as rude gestures, verbal insults, threats, erratic driving or even physical harm to another driver following an altercation. This behaviour is concerning, as aggressive driving can lead to more car accidents, and, subsequently, death.

For that reason, it is important to remain calm and not overreact to another driver's behaviour or attitude. Under no circumstances should you engage or respond to an irate driver, as that could exacerbate the situation. If you are followed by an irate driver, do not allow yourself to be intimidated into driving in an unsafe manner.

To keep yourself and other drivers safe on the road, it is critical that you understand the signs of road rage and learn several strategies to avoid losing control of your emotions. Common signs that you are experiencing road rage include the following:

- You have thoughts of violence toward other drivers.
- You ignore traffic regulations.
- You frequently attack other drivers verbally.
- You make lewd gestures toward other drivers or cut them off when you do not agree with the way that they drive.

If you experience any of the above signs of road rage, try to remain calm. Breathing exercises can help defuse any strong feelings of anger. Reduce factors that may contribute to road rage by getting plenty of rest and preparing relaxing music for your drives. If you feel that your road rage is severe, it may be beneficial to seek anger management counselling or other forms of professional treatment.

23. Driving at Night

Driving at night makes it more difficult to spot potential hazards ahead on the road, reduces your ability to properly estimate speed and distance, and often the lack of scenery can be hypnotising, which could cause you to become drowsy. If you are required to drive at night, it is important to remember the potential challenges that you may encounter while on the road. For that reason, use the following safety tips to prevent potential night driving accidents:



Things to Know While Driving

- Utilise your headlights. A good rule to follow is that you should turn on your headlights one hour before sunset and one hour after sunset. This is to ensure that other drivers will easily be able to see you.
- Clean both the interior and exterior of the windscreen. If the windscreen is dirty or smudged, it could potentially increase the glare, which could then reduce your visibility.
- Reduce your speed. With your field of vision limited, you will need to drive slower as your reaction time will be affected.
- Avoid staring directly at oncoming headlights.
- Take a break every two hours. If you will be driving a long distance at night, you need to take a break every two hours to stretch, walk around and help you remain alert.

Regardless of wherever your destination may be, your safety on the road is more important to Insert Your Company Name Here than arriving on time. If you feel that you are unfit to continue driving at night, find a motorway service area to rest. But, be sure to contact [Insert Applicable Manager] to inform them of the delay.

24. Driving in Inclement Weather

The weather can be unpredictable at times, changing at a moment's notice and creating potentially hazardous driving conditions. If you are not properly prepared, these conditions can make driving dangerous for you and the other motorists on the road. For all types of inclement weather, it is important that you reduce your speed and increase your following distance. In addition, it is important to review more specific safe driving practices for each type of inclement weather:

Snow and Ice

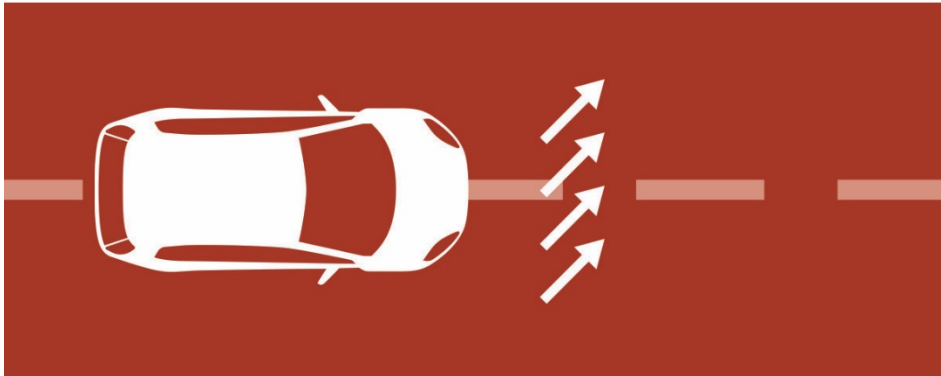
- Remove all snow and ice from the windscreen, side windows, bonnet, roof, brake lights and headlights before departing.
- Begin braking sooner than you would on dry, clear roads.
- Do not attempt to overtake other vehicles.
- Avoid bridges and flyovers, if possible, as these tend to freeze first.
- Pack an emergency kit in case you get stuck in the snow. This should include the following:
 - A shovel
 - A windscreen scraper and a small broom
 - A battery-powered radio
 - A first-aid kit with a penknife
 - Extra winter clothing, a pair of boots and heavy blankets
 - Booster cables
 - A fluorescent distress flag
 - A torch



Things to Know While Driving

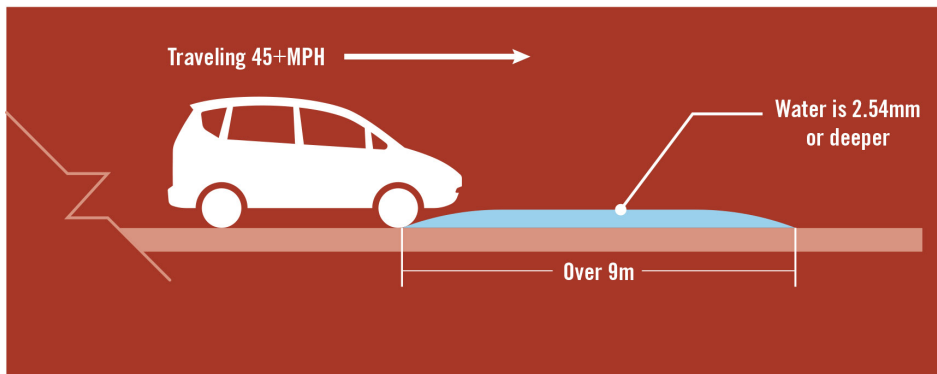
In addition, if you go into a skid, never steer against it and avoid using your brakes. Instead, immediately take your foot off the accelerator and steer in the direction the vehicle is sliding until you feel recovery of the traction. Then, slowly straighten the wheels until you recover complete control. If the back of your vehicle is fishtailing to the right, turn the wheel gently in that direction until your vehicle recovers.

Staying in Control



Aquaplaning

Expect to Aquaplane under these conditions



Rain and Thunderstorms

- Turn on your headlights, windscreen wipers and demister to increase visibility.
- Begin braking sooner than you would on dry, clear roads.
- Do not attempt to overtake other vehicles.
- Do not cross flooded roads if the water seems too deep.

In addition, if you begin to aquaplane, hold the steering wheel straight and remove your foot from the accelerator.

Fog

- Use your low beams or fog lights and put on your demister and windscreen wipers to increase visibility.



Things to Know While Driving

- Do not attempt to overtake other vehicles.
- Turn off the radio and roll down all of your windows to better hear other vehicles around you.

In addition, if you are unable to see the road's edge, pull off onto the hard shoulder and put on your hazard warning lights and do not start driving again until you can see.

High Winds

- Keep both hands firmly on the steering wheel because if a strong gust of wind were to hit the side of your vehicle, it would be unlikely that you would be able to maintain control with just one hand.
- Watch out for downed power lines, flying debris and other potential obstacles.

If the winds are severe enough to prevent safe driving, pull over into a motorway service area to wait out the weather. However, be sure that you do not park your vehicle near any trees, power lines or other tall objects that could be affected by the wind.

25. Parking and Manoeuvring

The most common place for vehicles to sustain damage is in a car park. While these damages are generally superficial, it is still important to take the proper precautions. For that reason, remember the following pieces of guidance:

- Park within the white lines and as straight as possible.
- Look for spaces at the end of the row, which may offer more room.
- Fold in the wing mirrors in tighter spaces.
- Ensure that the space would not cause you to obstruct other vehicles or walkways.
- Reverse into a space.

While the above tips are helpful, the most effective strategy is common sense—pay attention to what is happening around you when you are entering or leaving a parking spot, and be courteous of those around you.

APPENDICES

APPENDIX A: MOTOR VEHICLE ACCIDENT REPORT

MOTOR VEHICLE ACCIDENT REPORT

CUSTOMISE TO MEET YOUR SPECIFIC POLICIES AND REQUIREMENTS

Keep this in your glove box to help you remain organised and focused on what to do in the event of an accident.

In the Event of an Accident:

- **First, stay calm.**
 - Accidents happen quickly and can be upsetting. Stay calm, and do not argue with others involved in the accident.
- **Prevent additional accidents.**
 - Warn oncoming traffic with a light, flag or similar device.
- **Help the injured.**
 - Do not render first aid unless you are qualified. Call 9-9-9 if anyone is injured.
- **Call the police.**
 - Do not discuss what happened with anyone except the police.
- **File a report.**
 - In the event that the police are unable to respond to your call, you will need to go to the nearest police station and file an accident report.
- **Fill in the attached Accident Information form.**
 - Make sure to fill in the Accident Information form before leaving the scene of the accident.
- **Alert Plan Insurance Brokers.**
 - Call us to report the accident. To expedite the call, make sure you have the information on this form completed.

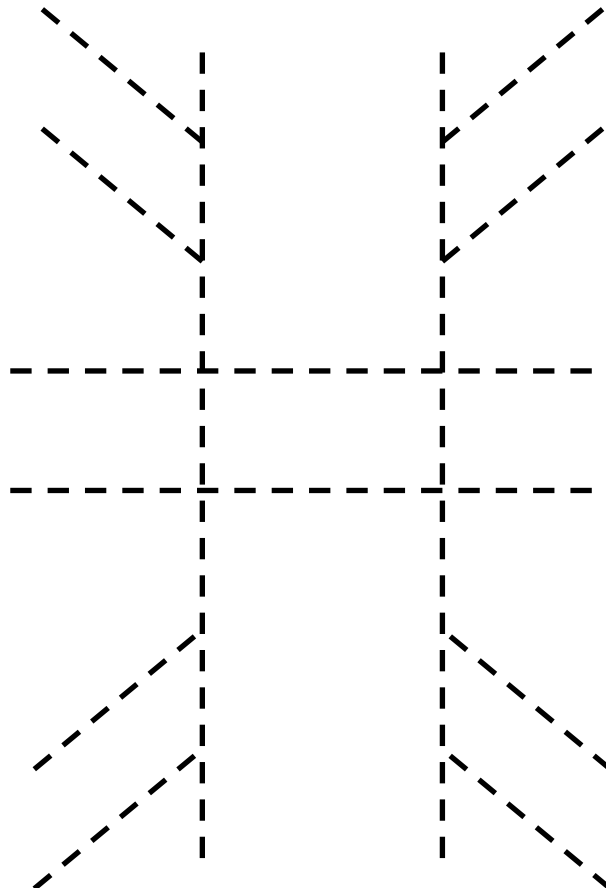
APPENDIX A: MOTOR VEHICLE ACCIDENT REPORT

Accident Information

Date:
Time:
Location:
Weather Conditions:
Description of Accident:

Diagram of Accident Scene

Show the position of all vehicles, pedestrians, etc. on the diagram below.



APPENDIX A: MOTOR VEHICLE ACCIDENT REPORT

Your Vehicle (Vehicle #1)

Make and Model:
Number Plate / Country:
Damage:
Your Injuries:

Other Vehicle (Vehicle #2)

Make and Model:
Number Plate / Country:
Name and Driver Number:
Address/City/Postcode:
Phone #:
Insurance/Policy #:
Damage:
Injuries:

Additional Vehicles

Make and Model:
Number Plate / Country:
Name and Driver Number:
Address/City/Postcode:
Phone #:
Insurance/Policy #:
Damage:
Injuries:

APPENDIX A: MOTOR VEHICLE ACCIDENT REPORT

Other Persons (Passengers and Pedestrians)

Name:
Age:
Address/City/Postcode:
Phone #:
Injuries:
Name:
Age:
Address/City/Postcode:
Phone #:
Injuries:

Witnesses

Name:
Age:
Address/City/Postcode:
Phone #:
Injuries:
Name:
Age:
Address/City/Postcode:
Phone #:
Injuries:

Fleet Safety

Location: **[INSERT LOCATION]**

Effective Date: **[INSERT DATE]**

Revision Number: **[INSERT #]**

Insert Your Company Name Here

PURPOSE

Insert Your Company Name Here recognises that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is firmly committed to the safety of our employees. Insert Your Company Name Here will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of Insert Your Company Name Here's Fleet Safety programme is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and Insert Your Company Name Here.

To further this goal, our Company has developed a Fleet Safety Policy effective **[INSERT DATE]**. The Programme will consist of eight components: Recruitment, Job Requirements, Drug/Alcohol Testing, Training, General Procedures, Distracted Driving, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

RECRUITMENT

Insert Your Company Name Here focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to:

- List past driving experience, employers, and types of vehicles driven.
- Notify Insert Your Company Name Here of any serious motor vehicle violations for at least the last **[INSERT #]** years.
- List references.

Driver selection will be made upon completion of a formal interview, reference verification and a negative drug screen. Authorisations will be obtained for the drug screen and to contact prior employers and personal references.

Driving records may be requested upon completion of a satisfactory interview and periodically thereafter. Management reserves the right to use its discretion in determining an unsatisfactory driving record. An excessive number of violations in the past three years will be grounds for an unsatisfactory driving record prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

JOB REQUIREMENTS

All positions requiring regular driving will have a written job description that explains main duties, functions and the necessary physical requirements required to perform all associated tasks.

- All prospective employees will be required to undergo a medical evaluation
- Results of the medical evaluation will be compared to the necessary physical requirements
- If a professional driver, candidates must pass the medical evaluation and hold a Driver's Certificate of Professional Competence (Driver CPC) as required by regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a road test. Active employees will also participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated several categories, which may include:

- Pre-trip Inspection
- General Vehicle Operation
- Backing and parking

Prepared by Plan Insurance Brokers

This SAMPLE policy is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2012-13 Zywave, Inc. All rights reserved.

APPENDIX B: FLEET SAFETY POLICY

- Turning
- Passing
- Railway crossing

Results of the road test will be shared with prospective and active employees at management's discretion.

DRUG/ALCOHOL TESTING

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by Insert Your Company Name Here. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination. For more information, please see our Drug-free Workplace policy.

TRAINING

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as programme development. Programmes will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behaviour modification.

Insert Your Company Name Here will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement.

[INSERT # of] accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardised if accident frequency is above the required norm with no concentrated efforts being made for improvement.

GENERAL PROCEDURES

Requesting and Retrieving a Vehicle

As much in advance in possible, and no later than 10 days before the pick-up date, employees must complete a vehicle request form with reason for vehicle use, places travelling, time of pick-up and drop-off, and supervisor's signature, and return it to [INSERT FLEET ADMINISTRATOR]. Vehicle pick-up and drop-off times should be estimated as accurately as possible to allow for proper accommodation of other employees.

If an employee no longer needs to use a reserved vehicle, the employee should give notice as early as possible to [INSERT FLEET ADMINISTRATOR].

On the scheduled date and time of pick-up or drop-off, employees should respect the time the vehicle has been reserved and give ample notice should that time change.

Basic Vehicle Operation Guidelines

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seatbelts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the hand brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving late at night if possible.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any rubbish or personal items before returning the vehicle to Insert Your Company Name Here.

Traffic Violations

Insert Your Company Name Here is not responsible for any traffic violations or parking tickets acquired by violation of any laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Insert Your Company Name Here.

APPENDIX B: FLEET SAFETY POLICY

Refuelling Guidelines

Vehicles should be refuelled when the gauge reads ¼ full. Retain receipts proving the purchase of petrol and record mileage with each petrol purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refuelling.
- Never smoke, light matches or use lighters while refuelling.
- Do not get into the vehicle during refuelling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the petrol pump with any means other than the latch provided.

DISTRACTED DRIVING

Insert Your Company Name Here is committed to employee safety, and for this reason firmly prohibits all behaviour that distracts employees while they are operating a company vehicle. General guidelines for behaviour while driving are as follows.

- Use of mobile phones while driving is strictly prohibited – this includes all functions of the mobile phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voice-mail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

Insert Your Company Name Here also has specific guidelines concerning the following devices:

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by Insert Your Company Name Here for use
- Use of the device does not cause distraction (ie, taking eyes off road to get it to function properly)
- Any dialling or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the mobile phone use guideline is calls placed to 999. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

Satellite Navigation Systems

Insert Your Company Name Here understands that sometimes, especially when travelling in unfamiliar areas, drivers require assistance with directions. Satellite navigation systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted systems may not block or obstruct the driver's view in any way
- Systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not programme the system while in motion
- Programming or otherwise engaging with the screen may only occur while stopped or while pulled off the road

APPENDIX B: FLEET SAFETY POLICY

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as mobile phone use. It takes eyes and concentration off the road, which is not permissible under Insert Your Company Name Here policy. Insert Your Company Name Here does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate the employee's ability to enjoy music while behind the wheel, they must follow these guidelines:

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behaviour
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones; it impedes the driver's ability to properly hear warning signs, signals or sirens

PREVENTIVE MAINTENANCE

To maintain the safety and integrity of the vehicle, Insert Your Company Name Here will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tyres, suspension, steering, lights, mirrors, windows and windscreen wipers.

Pre-Trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Placing a Vehicle Out of Service

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the fleet administrator must immediately take the vehicle out of service and fill in the Fleet Hazard Identification Form indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

Vehicle Inventory

[INSERT FLEET ADMINISTRATOR] will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and number plate. [INSERT FLEET ADMINISTRATOR] will also manage and update a log for each vehicle including its location at any given time and the person who is driving it. The administrator will also take inventory of any minor defects or needed repairs, and schedule needed maintenance work as appropriate.

ACCIDENT INVESTIGATION PROCEDURES

Insert Your Company Name Here realises some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurer deter fraudulent third-party insurance schemes.

All vehicles will be supplied with an accident claims kit, a pen and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, traffic lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Dangerous goods operations, containment, and clean-up will be coordinated by dispatcher, supervisor and/or driver.

COMPANY VEHICLES FOR PERSONAL USE

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the company vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes. Employees are expected to use their discretion.

Prohibited Behaviour:

Use of company vehicles is a privilege. Behaviours that result in suspension or permanent loss of driving privileges include:

APPENDIX B: FLEET SAFETY POLICY

- Driving while under the influence of drugs or alcohol
- Operating a vehicle with a suspended licence
- Using a motor vehicle for commission of a crime
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- [INSERT # of] convictions for moving violations
- Use of a company vehicle without authorisation
- Three or more major traffic violations
- More than two preventable accidents involving personal injury or property damage in any three-year period

Speciality Vehicles:

Speciality vehicles (including scooters, golf trolleys and quad vehicles) in use on Insert Your Company Name Here property to move people and materials around the facility require specific precautions.

- Vehicles must travel at an acceptable speed, slowing down in wet or slippery conditions.
- Vehicles must give way to pedestrians.
- Vehicles must keep to designated paths and roadways, staying off major streets. Trolleys may not block traffic paths where parked.
- Vehicles may not carry more passengers than the trolley is designed to accommodate. If the vehicle is equipped with seatbelts, they must be used.
- All passengers must keep hands, feet and other body parts inside the vehicle.
- The driver must be aware of surroundings, paying attention to driving signs and warnings, even if they are directed at motor vehicle and listening for warnings like emergency vehicle sirens, children playing or other vehicles.
- Adhere to all applicable traffic laws.

APPENDIX B: FLEET SAFETY POLICY

Employee Consent Form

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, of which the majority are uncontrollable. The purpose of Insert Your Company Name Here's Fleet Safety programme is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community, and Insert Your Company Name Here.

All employees are expected and required to actively participate in this programme for their own health and well-being. Insert Your Company Name Here encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. *** Use of seatbelts and other safety devices is mandatory. ***

Driving records will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory driving record. As a guideline, (# of) violations in the past three years will be grounds for an unsatisfactory driving record and cause for termination and/or disciplinary actions.

Insert Your Company Name Here conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as programme development. Programmes will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behaviour modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. Insert Your Company Name Here realises a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, traffic lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER OR SUPERVISOR.** Personal use of company vehicles is prohibited without prior permission from management.

I read, understand and consent to Insert Your Company Name Here's Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee's Signature

Date

APPENDIX B: FLEET SAFETY POLICY

Our Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to:

- Provide a safe working environment.
- Maintain vehicles on a regular schedule.
- Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.
- Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.
- Coordinate shipments as to provide you the proper rest both physically and mentally.
- Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features.

If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly. Together we can create a safe working environment!

(Signatures of Directors)

APPENDIX B: FLEET SAFETY POLICY

Fleet Hazard Notification Form

Date: _____

Department: _____

Hazard or unsafe procedure identified: _____

Vehicle#: _____

Recommendations to provide a safer work environment/required maintenance:

Corrective Action Taken: (To be completed by Supervisor)

Date corrective action completed: _____ Completed By: _____
(To be completed by Supervisor/Mechanic)

Supervisor Signature: _____

Employee Signature: _____

Make safety your # 1 priority!

Insert Your Company Name Here

APPENDIX B: FLEET SAFETY POLICY

Vehicle Inspection Checklist

Date:	Location:	Year:
Make:	Model:	
Vehicle Number:	Mileage:	

Item to be checked	Pass	Fail	Item to be checked	Pass	Fail
Headlights			Instruments – Gauges		
Taillights			Horn		
Indicators			Windows – Windscreen		
Brake Lights			Windscreen Wipers – Washers		
Reflectors			Speedometer		
Tyres and Rims			Steering		
Battery			Brake System		
Radiator & Hoses			Seatbelts		
Exhaust System			Seats		
Suspension			Heater/Demister		
Fuel System			Mirrors		
Oil – Water Leaks			Safety Equipment		
Water Level			Accident Kit		
Gear box			Other		
Body Damage: (Describe):					

Remarks:

Signed by: _____ Date: _____

Mechanic's Report:

Mechanic: _____ Date: _____

APPENDIX B: FLEET SAFETY POLICY

Employee Vehicle Use Request

Employee Name		Date of Request	
Reason for Vehicle Use			
Places Visiting			
Vehicle Pick-Up Date	Vehicle Pick-Up Time	Vehicle Drop-off Date	Vehicle Drop-off Time
Additional Notes			
Employee Signature		Date	
X			
Supervisor Signature		Date	
X			

APPENDIX B: FLEET SAFETY POLICY

Employee Vehicle Sign In/Out Log

Sign Out

Employee Name:	Date:	Time:
Location:	Vehicle ID Number:	
Make:	Model:	
Odometer:	Fuel Level:	
Defects Noted Prior to Use:		
Employee Signature X		

Sign In

Date:	Time:
Location:	
Odometer:	Fuel Level:
Notes:	
Employee Signature X	
Fleet Administrator Signature X	

Mobile Phone/Electronic Device Use While Driving

Location: **[INSERT LOCATION]**

Effective Date: **[INSERT DATE]**

Revision Number: **[INSERT #]**

Insert Your Company Name Here

PURPOSE

Insert Your Company Name Here recognises that employees are our most valuable asset and that they are the most important contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of mobile phones and other portable electronic devices behind the wheel. To protect employees driving on company business as well as others on the road, Insert Your Company Name Here developed this mobile phone/electronic device use policy while driving, effective **[INSERT DATE]**.

SCOPE

The Mobile Phone/Electronic Device Use While Driving Policy applies to all employees of Insert Your Company Name Here who fit any or all of the following criteria:

- Driving on Insert Your Company Name Here business in any vehicle, personal or otherwise
- Driving a company car, whether on company business or not
- Placing work-related calls, whether driving on company business or not
- Using a company-issued mobile phone or other electronic device while driving

DEFINITIONS

Mobile phone (also known as a **smart phone, handheld phone** or **handset**) – a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or email. Mobile phones also may include features like Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, digital audio (MP3) players, cameras, radios and satellite navigation systems. Any device that engages in these functions is included in this policy.

Electronic device – in this policy, electronic device means any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, SAT NAV systems, MP3 players, cameras, pagers and personal digital assistants (PDAs).

Headset (also known as **hands-free**) – an extension of the mobile phone either connected to the handset via cable or wirelessly through Bluetooth technology that allows the user to engage in voice communication without holding onto the mobile phone itself.

PROCEDURES

The following procedures apply to all Insert Your Company Name Here employees falling under the conditions outlined above in **SCOPE**.

Regulations

Insert Your Company Name Here is not responsible for any traffic violations or parking tickets acquired by violation of any laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Insert Your Company Name Here.

The United Kingdom currently bans all drivers from talking on handsets but permits the use of headsets. While driving or queued in traffic, one cannot use a mobile phone to make or receive calls, send or receive text messages, or access the internet. Headsets or hands-free kits are not banned yet, however if the use of a headset interferes with the driver's control of the vehicle at any time, the driver may be cited.

All Insert Your Company Name Here employees must comply with this company Mobile phone/Electronic Device Use While Driving Policy **on top** of abiding by any national or local regulations addressing the matter.

All Insert Your Company Name Here drivers must follow these regulations.

Prepared by Plan Insurance Brokers

This SAMPLE policy is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2002, 2010, 2013 Zywave, Inc. All rights reserved.

APPENDIX D: MOBILE PHONE/ELECTRONIC DEVICE USE WHILE DRIVING POLICY

General Procedures

- Use of mobile phones while driving is strictly prohibited – this includes all functions of the mobile phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voice-mail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by Insert Your Company Name Here for use
- Use of the device does not cause distraction (ie, fiddling with the device or taking eyes off road to get it to function properly)
- Any dialling or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the mobile phone use policy is calls placed to 999. If placing or accepting an emergency call, keep it short and use a hands-free option if available. Pull over if practicable.

Satellite Navigation Systems

Insert Your Company Name Here understands that sometimes, especially when travelling in unfamiliar areas, drivers require assistance with directions. Satellite navigation systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted systems may not block or obstruct the driver's view in any way
- Systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not programme the system while in motion
- Programming or otherwise engaging with the satellite navigation screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as mobile phone use. It takes eyes and concentration off the road, which is not permissible under Insert Your Company Name Here's policy. Insert Your Company Name Here does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate employees' ability to enjoy music while behind the wheel, certain guidelines are in place:

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behaviour
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones, it impedes the driver's ability to properly hear warning signs, signals or sirens

APPENDIX D: MOBILE PHONE/ELECTRONIC DEVICE USE WHILE DRIVING POLICY

Mobile Phone/Electronic Device Use Policy

The No. 1 on-the-job fatality is transport incidents, and at Insert Your Company Name Here, it is our job to enforce procedures that mitigate this risk. It is for your safety, as well as the safety of everyone else on the road, that the company has put this Mobile Phone/Electronic Device Use Policy in place.

All employees are expected to understand when this policy applies and follow all procedures. As technology evolves, Insert Your Company Name Here also expects employees to use common sense and err on the side of caution when assessing electronic device use while driving. The company encourages all employees to take a proactive approach to road safety, so Insert Your Company Name Here expects employees to report any problems or known violations of this policy to their supervisor.

Prior to working on any Insert Your Company Name Here job site, each employee is expected to have read the entire Mobile Phone/Electronic Device Use Policy, which includes

- Purpose
- Scope
- Definitions
- Procedures
 - Regulations
 - General Procedures
 - Headset/Hands-Free Use
 - Emergency Calls
 - Satellite Navigation Systems
 - MP3 and Other Audio Devices

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Insert Your Company Name Here Mobile Phone/Electronic Device Use Policy.

I have read and understand Insert Your Company Name Here's Mobile Phone/Electronic Device Use While Driving Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature: _____

Date: _____

Vehicle Use Policy

This policy applies to all Insert Your Company Name Here drivers, including:

- Vehicles owned, leased or hired to Insert Your Company Name Here
- Personally owned vehicles driven by employees on behalf of Insert Your Company Name Here

The following procedures have been established to encourage safe operation of vehicles and to clarify insurance issues relating to Insert Your Company Name Here and its drivers:

- All drivers must adhere to safety policies including the Vehicle Use Policy and Mobile Phone/Electronic Device Use While Driving Policy
- All drivers must have a valid driving licence
- Insert Your Company Name Here will check Motor Vehicle Records periodically – driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations
- Your supervisor must be notified of any change in your licence status or driving record

When operating your own vehicle for Insert Your Company Name Here business:

- Your personal motor vehicle liability insurance is the primary cover.
- You should carry at least £ [INSERT AMOUNT] per occurrence liability cover. Evidence of insurance cover is to be provided to Insert Your Company Name Here each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Insert Your Company Name Here is not responsible for any physical damage to your vehicle – you must carry your own collision and comprehensive cover
- You must accurately and truthfully report mileage for expense reimbursement

In the event of an accident, you must:

- Take necessary steps to protect your life or the lives of others around you
- Comply with police instructions
- Not assume or admit fault – professionals will determine liability and negligence after thorough investigation
- Report the accident to Insert Your Company Name Here as soon as possible

I have read and understood the provisions of the Insert Your Company Name Here Vehicle Use Policy and I agree to comply with all the listed requirements.

Employee's Signature

Date

APPENDIX D: MOBILE PHONE/ELECTRONIC DEVICE USE WHILE DRIVING POLICY

Personal Use of a Company-Owned Vehicle

Location: **[INSERT LOCATION]**
Effective Date: **[INSERT DATE]**
Revision Number: **[INSERT #]**

Insert Your Company Name Here

SCOPE

The scope of this policy is to establish rules pertaining to personal use of a company-owned vehicle. This policy applies to all Insert Your Company Name Here employees with an assigned company vehicle.

VEHICLE USE

Insert Your Company Name Here recognises that certain employees, because of their job requirements, will have an assigned company vehicle to be used solely for company business and commuting to and from work. Personal use of a company vehicle is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorised employee may designate an unauthorised operator to use the vehicle strictly on an emergency-only basis.

DRIVER CRITERIA

Driving records will be requested at least **[INSERT AT LEAST ONCE PER YEAR]**. Management reserves the right to use its discretion in determining an unsatisfactory driving record. As a guideline, **[INSERT NUMBER OF]** violations in the past three years will be grounds for an unsatisfactory driving record and cause for disciplinary actions and/or termination.

Driving a company vehicle under the influence of alcohol or any other illegal substances is strictly prohibited and is grounds for termination.

DRUG/ALCOHOL TESTING

Insert Your Company Name Here reserves the right to conduct initial and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be grounds for termination.

ACCIDENT PROCEDURES

All accidents or motoring offences must be reported to the company within 24 hours. The reporting requirement applies if the accident or motoring offence took place in either a business or a personal vehicle.

If an employee sustains physical damage to a company vehicle as a result of their negligence, the employee is responsible for reimbursing the company for the comprehensive and collision cover, not to exceed **£[INSERT COLLISION AMOUNT]**, payable within **[INSERT NUMBER OF DAYS]**.

PREVENTATIVE MAINTENANCE

To retain the safety and integrity of the company vehicle, the company will conduct routine motor vehicle maintenance according to manufacturer specifications. Employees are required to conduct a visual pre-trip vehicle inspection, which includes tyres, windscreen wipers, brakes, mirrors and lights, and report any needed repairs to their supervisor immediately.

I have read, understand and agree to abide by Insert Your Company Name Here's Personal Use of Company-Owned Vehicle Policy. I understand violations of this policy will not be tolerated and may include disciplinary action, including termination.

Employee Name and Date

Employer

Prepared by Plan Insurance Brokers

This SAMPLE policy is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2012-13 Zywave, Inc. All rights reserved.

APPENDIX D: MOBILE PHONE/ELECTRONIC DEVICE USE WHILE DRIVING POLICY