

Emergency contact numbers

For **local** assistance **during office hours:**

Ray Brammer	01366 382528
ARM	01553 810292
FORD + SLATER	01553 761112
Tyres: PAGE & BIRD	01553 769182

For assistance **out of hours or outside of the local area:**

DAF AID	0800 919395
IVECO	0800 590509
RENAULT	0800 626541
Tyres:	
PAGE & BIRD CALL OUT (ACCOUNT NUMBER 6488102)	0800 474474

In the event of an accident or breakdown, please ensure that you follow the company procedures as outlined on page 12 of this handbook. In the event of an accident please notify the transport office as soon as possible on:

01553 766994
01553 766996

Or via transport managers 24hrs:

Transport Manager	07584 473810
Pallet Track Manager	07920 599464
Senior Transport Manager	07776 857324

In the event that you are unable to contact a member of the transport team please contact: Lee Garnham: 07920 599465

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Company Procedures

Accessories

No additional ancillary equipment may be fitted to a company vehicle without written authority from the Company.

If such written authority is given, it is your responsibility to ensure that only approved accessories are fitted in a professional workmanlike manner in accordance with the vehicle manufacturer's recommendations. On return of the vehicle, accessories fitted at your request must either be left in situ or else damage arising from the fitting made good at your expense.

The positioning of any authorised additional ancillary equipment should be approved by the Company and be compliant with vehicle manufacturer guidelines.

Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving and screen brightness should dim automatically when the vehicles headlights are operational.

Drivers must restrict the use of all devices while driving.

Drivers should be aware that such items will not be covered by the Company's insurance policy for damage or theft and should ensure that they have sufficient cover on their household policy or some other form of insurance.

Accident / Incident procedure

All accidents or near misses must be reported.

In the event of an accident, whether it is your fault or not, and whether or not there is any damage to any vehicle, an accident report form must be completed and forwarded within 24 hours to the Company.

At no time must ANY statement be made which may be taken as an admission of guilt (e.g. "sorry").

At the time of the accident you must ensure that you collect all relevant details from the other parties involved, including the name, number and force of any police officer attending the accident.



If a camera or camera phone is available, photograph the incident location from a number of different angles and take pictures of any vehicles/property damaged. Road measurements may also be a useful record. Notify the matter by telephone as soon as practicable after an accident, to the traffic office and give details of the condition of your vehicle. This must be followed up with a completed accident report form.

Company car drivers must obtain authority prior to hiring a replacement vehicle.

No repairs may be undertaken without the Company's Insurers prior approval.

In relation to other instances of loss or damage (including theft or malicious damage, fire etc) an Incident Reporting Form must be completed and the matter reported immediately to the traffic office for further instruction.

Where the Company deems the accident/incident contains an element of blame on your part it reserves the right, at its absolute discretion, to recover the insurance excess from you.

Breakdown Procedure

All Company vehicles and trailers are covered for emergency breakdown and recovery assistance. Drivers are all issued with 24 hour emergency contact information to be used in the event of a breakdown. Any further queries should be addressed to the Transport Manager.

In the event of an accident the company or the insurer will arrange to repair the car and if necessary a replacement vehicle will be obtained

Should your vehicle break down, the following advice (as provided by the Lamplugh Trust) may be useful:

- Remove the keys from the ignition and use a mobile phone to call recovery services;
- Turn on the hazard warning lights;
- Try to assess whether it is safer to stay in the vehicle, or to get out. Take account of how isolated it is and the time of day;
- Sit in the passenger seat to give the impression that the driver is not alone;
- Keep the doors locked and the windows open no more than 3cm;
- If you leave the vehicle, lock it and note its location. Take a personal alarm and keep it in your hand. If it is dark, or will be soon, take a torch;

- Place a warning triangle in the direction of on-coming traffic, 30 metres from the vehicle and on the same side of the road.

Should a break down occur on the motorway

- Drive on to the hard shoulder.
- Try to coast to a telephone;
- Place a warning triangle 100 metres behind your vehicle;
- Never cross the carriage-way to reach a closer telephone and never reverse to a telephone;
- A marker post every 100 metres points to the nearest telephone. Telephones are 1000 metres apart, No money is required - when you lift the handset, it rings in the police control room and they will know your location.
- When using the telephone, face oncoming traffic to see if anyone approaches;
- If you are a woman alone this should be communicated to the control room;
- Tell the control room the nature of the problem, and have the breakdown organisation card and registration number ready;
- On return to the vehicle, lock all the doors, and wait on the embankment nearby. If an unidentified vehicle draws up, get in the vehicle, lock the door and wind the window down only a little way until the driver is identified.

Drivers Hours and Rest

Notwithstanding any specific legislation referring to drivers' hours (for example tachograph regulations) the company understands that tiredness, fatigue and stress (be it derived from work, domestic or social circumstances) can adversely affect safe driving ability. The company recommends that drivers give due regard to this and do not drive if they believe that in any way they are unfit to do so.

Recording of Drivers Hours and Working Time

Driver's time will be recorded in accordance with the instructions given by the company and in the prescribed manner.

Drivers must adhere to the required breaks and drivers rest times as defined by the EU and UK driver's hour's regulations.

Should a driver have any query regarding the driving hours regulations they should refer the matter to the Senior Transport or Senior Logistics manager.



It is a serious offence for a driver to flout these rules. If a driver is found to have intentionally breached these rules they could following investigation, face summary dismissal for gross misconduct.

Driving and medication

Some medication can affect the ability to drive. Section 4 of the Road Traffic Act 1988 does not differentiate between illegal or prescribed drugs, as it is the effect they have upon your ability to drive which is the concern. This means that anyone found driving whilst unfit, due to any drug, could be prosecuted.

Employee's whose driving ability may be impaired through their illness or prescribed medication should inform their Line Manager or the Managing Director, immediately. Failure to do so is considered to be 'withholding a material fact' and may make Company's the insurance policy void. Failure to inform the Company of the use of medication which could adversely affect the employees' ability to perform duties safely may lead to disciplinary action that could result in your dismissal without notice for gross misconduct.

If you feel unwell and unable to complete your duties safely you must advise a member of the Transport Management team or the Managing Director as soon as possible. If you feel unable to drive safely you must stop as soon as it is safe to do so and advise one of the office managers of your situation immediately so that we can assist your position.

Upon your return to work a statement of Fitness for Work from your Doctor will be required, declaring that you are fit to complete your duties safely. The company absence reporting procedure must be followed in the event of any absence other than holiday.

Driver safety guidelines

- Ensure a fully charged mobile phone is carried.
- Plan the route before setting off, using main roads wherever possible;
- Tell someone the route to be taken and when to expect arrival;
- Do not have valuables visible in the vehicle when driving;
- Remain in the vehicle as much as possible. Keep the doors locked and windows closed, especially in towns when stopping at junctions;
- Keep handbags, mobile phones, briefcases, laptops etc. out of reach to avoid snatch thieves;

- When parking in daylight, consider what the area will be like in the dark and take appropriate precautions.
- Use the company SNAP account for overnight parking whenever possible to ensure load and vehicle safety.
- At an incident or accident, or if someone tries to flag the vehicle down, question is it safe to stop? Might it be safer and more useful to go for help?
- If a car pulls up in front forcing the vehicle to stop, keep the engine running;
- If someone approaches when the car is stationary, stay in the vehicle with the doors locked and a window slightly open.
- If the engine is running, keep it running. If not, start the vehicle. If in any doubt, drive away, or make as much noise and fuss, including using the horn, as possible.

Ergonomics and Driver Comfort

Correct adjustment of seat, head restraint and positioning of major controls is essential to minimize the risk of personal injury in the event of an accident and to ensure good posture for the prevention of back problems and fatigue. Important considerations are these:

- Seat height adjustment
- Seat tilt
- Seat rake
- Distance from major controls
- Lumbar support
- Head restraint adjustment
- Seatbelt adjustment
- Steering wheel adjustment

Fines

Any fines or prosecutions arising from any motoring offence or infringement whether moving or static will be your responsibility. Notices relating to such fines received by the Company will be passed to you. Fines not paid will be settled by the Company on receipt of the first reminder and deducted from any monies, including salary and expenses, due to you. In this event the Company will also charge you 50% of such fines (a minimum of £5.00) as an administration fee.



Fuel

Whilst it may seem an obvious statement to make it is your responsibility to ensure that only the correct type of fuel is used in the vehicle. Using the incorrect type of fuel, which causes significant damage to the vehicle, will be considered as possible gross misconduct.

If any oil is used as a top-up between services, be sure to use only approved makes and the correct grade for your vehicle.

Company cars: The Company will pay a standing fuel allowance in addition to wages which is subject to taxation.

The company will provide a fuel card for all fuel used in the car and the employee will submit mileage records on a monthly basis.

The cost of any fuel used for private mileage will be deducted from any monies, including salary and expenses, due to you.

LGV drivers: All fuel is to be obtained at company premises. The Company have a diesel refuelling facility at the Rollesby Road Depot to enable LGVs to refuel prior to each duty. Each commercial vehicle in the fleet is issued with a vehicle specific fuel fob for this purpose which must be used in conjunction with a 6 digit code which is allocated to each driver.

Fuel which is acquired off site must be obtained using a company issued fuel card. Fuel purchase cards remain the property of the company and may only be used for purchase of fuel connected with the business of the company. Vehicle registration and mileage must be recorded and all receipts returned to the Company. The card must be returned to the company on termination of employment. Any misuse will be regarded as gross misconduct.

Guidelines in the event of an attempted hi-jacking of your vehicle

Should an attempt be made to hi-jack your vehicle please follow the guidelines detailed below.

DO NOT:

- Attempt to challenge the attackers as this may endanger yourself and/or any innocent bystanders.

DO:

- Hand over the keys to your vehicle and move away from the scene immediately or as soon as you are safely able to do so.

- Collate as much information as possible, such as number of people involved, weights, heights any noticeable accents, clothing worn, any weapons used, get away vehicles the direction taken during their escape etc.
- As soon as safely possible, report the incident and all the information that you have to the police.
- Ensure that you take a note of the incident number and the officer's name.
- Inform the Lynn Star office of the incident and the police details so that we may follow up and assist with details of the vehicles current whereabouts from the on board tracker.

This is an unlikely scenario, however, should an incident occur, your safety must be the primary concern. The company will assist the police in the apprehension of the culprits and the return of the vehicle.

Mobile phones

Whilst you may find it necessary to use a mobile phone during the course of your work, the Company prohibits the use of hand held mobile phones while driving and will not be liable for any fines or penalties incurred by you using a Company mobile phone unlawfully.

All employees are prohibited from using a handheld mobile phone or interactive device whilst in control of a moving vehicle.

Drivers who following investigation, are found to have used a mobile interactive device while in control of company a vehicle will be viewed as having committed a serious breach of conduct and dismissal may be a consequence.

Where necessary the Company will provide hands-free telephones for use by employees but must stress that these should be used with caution. The driver is solely responsible for deciding whether to answer the hands free phone.

If a phone call is received on a mobile phone while driving, and it is not a "hands free" installation, the employee must not answer the call but should allow the call to go to voice mail.

The company phone should remain switched on during working hours to enable work related messages to be left. When convenient, employees should pull over at a safe, legal rest stop, remove the keys from the vehicle ignition,



collect work related voice mail/text messages and respond to them as required.

Only when safe to do so and the vehicle is stationary should messages be checked and answered.

Managers are expected not to telephone employees who are driving unless absolutely necessary and to leave a work related message if the phone is unanswered. Employees are expected to respond to messages as soon as practicable.

Company phones are for business use only and should not be used for personal calls. Any private calls/texts made in excess of £5 will be charged to the employee by deduction from wages at the end of the month, following receipt of the itemised account. Any misuse of company mobile phones will be dealt with through the company disciplinary procedures and following investigation may result in dismissal for gross misconduct.

Overnight parking and vehicle/trailer cleaning facilities

Lynn Star have a **SNAP** account giving drivers access to over 100 sites around the UK. This means that drivers should always be able to find somewhere to wash their vehicle and somewhere secure to park.

SNAP uses vehicle registration numbers to bill the company directly for services used meaning that drivers do not need to keep receipts and the company save time on administration.

Whenever possible SNAP parking sites should be used for overnight parking. Should you be unable to access a SNAP parking location, the safety and security of both the vehicle and load must remain of paramount importance at all times and any alternative parking locations must be chosen with this in mind.

Any incident involving theft or damage to company vehicles or their loads, will be thoroughly investigated and should a driver be found to have been negligent in ensuring the safety and security of the vehicle and load they may face disciplinary action which could result in their dismissal for gross misconduct

Vehicles can also access cleaning facilities with their manager's authorisation dependent upon the cleanliness of their trailers. SNAP site maps are distributed to all drivers with copies available from the transport office the closest for our convenience being Corby and Alconbury.

Please contact the traffic office if you require any further guidance.

Return of company vehicles

On termination of your employment you must return your Company vehicle to our premises. It is an express term of your contract of employment that failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you.

In the event of sickness lasting for more than one month the Company vehicle must be returned to the company.

In the case of company car users, no fuel allowance will be paid until normal working is resumed.

Any variation to initial employment terms following return from sickness may not include the use of a company vehicle.

In the event of termination of employment for whatever the reason the vehicle must be returned to the company on the leaving date.

In the event of disciplinary action being taken against the employee by the Company, the use of the company vehicle may be rescinded as a penalty if necessary.

Road Traffic Acts/Highway Code

Drivers have a legal obligation under the Road Traffic Acts. All aspects of the road traffic act must be complied with. All incidents, including those arising from personal business, which may result in a prosecution under the Road Traffic Act must be reported to the Transport Manager. A copy of the Highway Code is available from the Traffic Office and must be followed at all times.

Satellite Navigation Systems

- Drivers with satellite navigation instruments must ensure that they have planned their journey prior to using the instrument.
- The instruments are not necessarily reliable and other options should be used to ensure that the driver has all the relevant information prior to starting the journey. (Road maps, directions etc.)
- Put in the necessary information to obtain assistance from the system while the vehicle is stationary and before starting the vehicle.



- Never not make any alterations to the actual instrument whilst driving.
- The instrument must be placed away from air bags and so that it does not obscure the driver's vision.
- Find a method of using the device that is not distracting to you.
- Always make the same observations to keep you safe as you would without the device

Any misuse of these systems will result in disciplinary action being taken in accordance with the company's disciplinary procedure.

Security of vehicles

Vehicle cabs must be locked at all times whenever the vehicle is left unattended. Drivers must exercise maximum care to prevent thefts. Those vehicles fitted with alarms/immobilisers must not be left unattended without the security system being fully operational.

Vehicle keys must be stored in a secure position at all times and not left within easy reach. Never leave keys in an obvious place and remain vigilant at all times.

Always keep your keys with you even when:

- Filling up with fuel
- Popping into the newsagents.
- Loading/unloading
- Collecting Paperwork

Never leave your vehicle unattended when:

- Warming up in the winter
- Cooling down in the summer

Always keep your keys safe when you're not using your vehicle.

- Keep them out of sight
- In a secure place
- Away from windows and doors
- Never leave keys on a desk in an open office area, especially where there is public access

Seatbelts

Use of seat belts by Lynn Star drivers and all vehicle occupants is a condition of employment. It is the responsibility of the driver but also the duty of any employee, driver or not, to ensure that all vehicle occupants are wearing seatbelts. You are expected to take reasonable precautions to ensure the safety of yourself and your colleagues.

Failure to follow the company rules intentionally or by neglect will result in the company disciplinary process being invoked and if proven could result in your dismissal for gross misconduct.

Speed Limits

In the event of tachograph records showing excessive speeding, drivers are liable for prosecution which can lead to the revocation or suspension of their LGV licence. These records can now be used as evidence in a court of law.

Driving in excess of speed limits is not allowed. Drivers are expected to drive defensively and economically showing due regard and courtesy to other road users at all times.

Tachographs

All regulations regarding all types of tachographs must be strictly adhered to. If you are in any doubt about any aspect of tachograph regulations please refer to the Senior Transport manager.

Note: If a tachograph is removed for examination in the course of a journey by either a police officer or an official of the Department of Transport, the official concerned must initial the card and note the time of inspection.

Where an official inserts their card into a digital tachograph this is recorded by the vehicle unit so there is no need for intervention.

Use of private vehicles on Company business

The use of your own vehicle for Company business requires authorisation by the Managing Director. Once authorised, you may claim a mileage allowance providing the Company has agreed the travel in advance.

You are responsible for ensuring that your vehicle is in a roadworthy condition, with a valid MOT certificate (if applicable) and a current excise licence, and that you have adequate insurance cover in place before undertaking any business travel. The Company will not accept any liability in the event of an accident, prosecution or fine.

Vehicle cleanliness



The vehicle must be kept clean, both inside and out.

Spot checks will be performed on company vehicles to ensure that drivers are accountable should they fail to leave vehicles in a clean state after use.

In the event of a vehicle failing a spot check for cleanliness the last allocated driver will be held accountable and following investigation may face disciplinary action via the company disciplinary procedures.

Vehicle daily checklist

Prior to use, inspect the checklist items and place a tick in the box provided if the item being inspected is safe and functional.

If the inspected item is not safe or functional place a cross in the box provided and report the fault to your supervisor or manager. Under no circumstances operate the vehicle until the fault has been rectified.

The supervisor or manager must investigate and rectify any faults prior to the vehicles use and enter appropriate remarks in the comments section indicating the action taken and then initial and date.

FUNCTIONALITY

Ensure that equipment is safe and functions correctly prior to use. Check for faulty wheels or damaged forks on pallet trucks/ forklift vehicles

CLEANLINESS

Check windows, mirrors and lights are clean and undamaged and that vehicle interior is clean and tidy prior to use.

FLUID LEVELS

Check engine oil, engine coolant, brake fluid and screen washer bottle(s) and replenish where required.

TYRES

Check for signs of damage, good tread, and tyre pressure.

LIGHTS AND INDICATORS

Check operation and physical condition of side lights, head lights (main and dipped), indicators and fog lights.

HORN AND CONTROLS

Check satisfactory operation.

WINDSCREEN WIPERS

Check physical condition and operation.

BRAKES

Check operation of hand and foot brakes.

WINDSCREEN WIPERS

Check physical condition and operation.

UNDERSIDE

Check for signs of damage and leaks from brake cylinders and fuel tank. Any damage to the vehicle, however caused must be notified to the Transport Manager. All vehicles must be serviced by company approved contractors in accordance with the manufacturer's schedule. Only approved parts may be used. Most vehicles are covered by manufacturer's warranty and failure to comply with these requirements will invalidate this warranty.

When work is required on a company vehicle, it is your responsibility to ensure that before the work is begun, both you and the garage have obtained approval from the Company. Failure to obtain this prior approval may mean that you will have to pay for the work carried out and you may not be able to reclaim it from the Company.

Vehicle Servicing and maintenance

To ensure vehicles are safe for use, drivers must carry out daily and weekly routine maintenance and safety checks of their vehicle as prescribed by the manufacturers and also ensure servicing intervals are adhered to.

At all times it remains the responsibility of the driver of the vehicle to ensure that the vehicle is roadworthy and fit for purpose. A visual check of the vehicle should be undertaken by the driver prior to use and any defects reported to a manager and recorded on the drivers vehicle daily defect form

Privately owned vehicles must not be used for work purposes unless they are insured for business use and, where the vehicle is over 3 years old, they have a valid MOT certificate.

Vehicle and Driver Policy

Driving is the greatest risk faced by our employees and this driving policy covers the use of all vehicles both on and off the road.

Our Aim

To reduce at-fault crash costs and injuries by promoting a safe driving culture within the organisation.

We are committed to the prevention of loss to life and property from driving incidents, both on and off duty, through:

- Strict adherence to the Vehicle and Driver Policy
- Adopting other strategies which combine to minimize incident rates

Policy Objectives

To ensure that staff who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.

- To maintain all company vehicles in a safe, clean and roadworthy condition
- To ensure the maximum safety of the drivers, occupants and other road users
- To reduce the impacts of company vehicles on the environment

Code of conduct

All employees are considered to be ambassadors for Lynn Star Distribution and Logistics Ltd and their behaviour whilst driving has a direct impact on the company's corporate image. As such, drivers are expected to be courteous and abide by the Highway Code and other traffic laws and regulations.

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

The following actions in company vehicles will be viewed as serious breaches of conduct and dismissal may be a consequence, the following list is not exhaustive:

- Fighting, threatening behaviour, or use of physical violence of any nature at any time during the employee's working hours, or at any time if committed on any of our premises or premises of any customers, or in any circumstances where the reputation of the company may be adversely affected.
- Stealing, or any acts of dishonesty, whether committed during or outside normal working hours

- Illegal use of a mobile phone or interactive device while in control of a moving vehicle.
- Smoking at work or in company vehicles.
- Deliberate falsification of records.
- Reckless or careless giving of false information with regard to driving licence particulars or previous driving record.
- Any actions that warrant the suspension of a licence.
- Failure to give written information about any other paid work done outside this employment.
- Failure to wear issued PPE as indicated when on duty.
- Committing any breaches of the EU Regulations or UK statutes and Regulations in relation to maximum driving/minimum break and rest periods.
- Serious breaches of the Road Traffic Acts or VOSA Regulations relating to the safety of the vehicle and its load.
- The committing of offences against current discrimination legislation whilst acting on behalf of the Company.
- Using threatening, abusive or offensive language towards customers or other employees.
- Making yourself unfit to work by solvent abuse, drinking alcohol, taking of illegal substances or failing to follow medical instructions on prescribed drugs.
- Possession or consumption of, alcohol and/or illegal drugs, of any amount, during working hours
- Unauthorised use of company/customer's vehicles, property, tools, equipment and facilities.
- Any employee who by their actions hazards or endangers the health and safety of another employee whilst at work
- Obscene behaviour.
- Gross negligence or recklessness
- Behaviour likely to bring the Company into disrepute.
- Wilful and deliberate damage to or misuse of Company property.
- Tampering with recording equipment, speed limiters, or any other devices and failing to report to the company any defects on these devices.
- Refusal to carry out reasonable duties or instructions.

- Conviction on a criminal charge that is relevant to your employment with the Company.
- Failure to notify any conviction relating to driving of vehicles or the employees driving licence.
- Failing to attend for duty with the appropriate digital driver card when required at all times even when using a vehicle with an analogue tachograph
- Failing to notify the company that the driver digital card has been lost or stolen and/or failing to apply for a replacement card within 15 working days.
- Failure to stop after a crash
- Failure to use a seatbelt or failure to ensure that a passenger uses a seatbelt in company vehicles.
- The misuse including use for personal gain, of confidential information in the course of working for the Company
- Disclosure to any unauthorised persons any confidential information relating to the company, its business, or customers, including the publicising of any information/actions/comments about the company on any social networking, internet or similar sites.
- Undertaking private work on the premises without permission.
- Any employee found to be working illegally would be dismissed

Authorised drivers

Only approved personnel and contractors are authorised to drive vehicles on behalf of the Company. Drivers of a company vehicle must fit the following criteria:

- Be over 25 years of age.
- Hold a current driving licence for the class of vehicle they are driving and carry this licence when driving a company vehicle.
- Have been given permission by the Company.
- Have given full details of any motoring convictions they may have or have had in the past three years to the Company.
- Have supplied a declaration, in writing, that they are fit to drive.
- Have agreed to reimburse the Company for the excess on each claim if negligent.
- Have agreed to report immediately to the Company any further motoring offences, including parking offences.
- Have agreed to report immediately any change to their medical condition, which may affect driving ability.

In addition, it is required that all drivers will:

- Not carry passengers without prior consent from their manager or carry more passengers than for whom there are seat belts
- Immediately notify the transport manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it.
- Be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.
- Display the highest level of professional conduct when driving a company vehicle.
- Regularly check the oil, tyre pressures, and radiator and battery levels of company vehicles they regularly use.
- Comply with traffic legislation when driving.
- Assess hazards while driving and anticipate ‘what if’ scenarios.
- Drive within the legal speed limits, including driving to the conditions.
- Wear a safety belt at all times.
- Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness – to do so will merit disciplinary measures.
- Avoid distraction when driving – the driver will adjust car stereos/mirrors etc before setting off, or pull over safely in order to do so.
- Report any near-hits, crashes and scrapes to their manager, including those that do not result in injury, and follow the incident procedures outlined in this policy.
- Report infringements to a manager at the earliest opportunity.
- Report vehicle defects to a manager before the vehicles next use.
- Adhere to all company health and safety rules and rules displayed on customer premises including fire safety procedures
- Take regular and adequate rest breaks, at least every two hours
- Stop when tired.
- Be prepared for nights out if required.

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

In addition:

- The employee must seek the employer’s agreement before using their own



vehicle for work and if consent is given, the vehicle must be legally registered, warranted and insured for the purposes of work – the employee must show evidence of this on request.

- The employee must not carry loads for which the vehicle is unsuited.
- The vehicle must not be used in conditions for which it was not designed (such as off-road).

Drivers Legal Responsibility

- Drivers are legally responsible for their actions on the road, and for their compliance with all Traffic Regulations.
- Drivers are responsible for reporting all defects on their vehicle, which cause the vehicle to contravene regulations.
- Drivers are responsible for ensuring that loads are secured safely as defined by VOSA regulations.

If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or sites until the problem has been resolved.

In cases where repeated offences occur, the licence holder will be banned from driving company vehicles.

Our responsibilities as your employer

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

The employer will do this by undertaking the following tasks:

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

- Choosing vehicles with EBS/ ABS brakes and side head protecting airbags
- Fitting all ADR vehicles with a first aid kit, fire extinguisher.

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

- Servicing the vehicles according to manufacturers' recommendations
- Setting up procedures where employees check and record their vehicles' road worthiness on a daily basis at the start of their shift.
- Keeping maintenance schedules for all vehicles, which are completed each time the vehicles are serviced in any way.
- Adhering to maintenance schedules as specified by VOSA.

- Ensuring all vehicles and trailers are covered by a service contract.
- Setting up a procedure to identify and rectify faults as soon as practicable.
- Ensuring that national breakdown facilities are in place for tyres and vehicles.

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

- The number of crashes.
- Who was thought to be at fault.
- The probable causes of the crashes and other contributors.
- The financial cost of all crashes.
- The number of prosecutions.
- The number of near-miss events
- Other costs, such as downtime, ACC compensation claims, temporary workers and lost productivity.

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- Requiring all drivers to adhere to the current tachograph and/or working time direction regarding taking breaks.
- Requiring staff to have 9 hours' minimum continuous rest and 10 hours' maximum driving time every 24 hours as specified by the current EU tachograph legislation.

Taking into account individual drivers' needs by:

- Requiring staff to keep timesheets/driving logs that are regularly checked by a supervisor or manager.

The person/position responsible for ensuring this is followed is the Senior Transport manager

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

- A thorough induction to the company's road safety policies and procedures
- Advanced driver training or specific practical training as required and identified
- Driver training log updates on personnel files.

Encouraging safe driving behaviour by:

- Not paying staff speeding or other infringement fines
- Forbidding the use of mobile phones in vehicles while driving
- Encouraging regular breaks while driving
- Ensuring the managing director is informed if existing staff become unlicensed.

Encouraging better fuel efficiency by:

- Placing air kits on all trucks to reduce drag.
- Ensuring that back loads are included as part of our daily management process.
- Ensuring that as far as possible, vehicles leave the premises fully loaded.

Driving Standards

- No one may give an instruction to break or ignore any Traffic Regulation.
- Drivers must not take any instruction as a directive to break any Traffic Regulation.
- A survey of all incidents will be compiled on a regular basis and drivers who have been involved in careless or repeated incidents will be required to take part in an assessment and re-training programme.
- All drivers must agree to a mandatory eyesight check to be conducted every two years.
- All drivers must ensure they report any physical disability, infirmity or condition that would disqualify them from holding or obtaining a current driving licence or affect their ability to drive safely.

Driver Training and Qualifications

- Only approved personnel and contractors are allowed to drive vehicles on behalf of Lynn Star Distribution and Logistics Ltd.
- An approved driver must attend all specified training courses where practically possible. The Senior Logistics Manager will be responsible for documenting these training programmes.
- The Senior Transport Manager is responsible for approving the list of company drivers.
- An employee not on the list of approved drivers cannot drive on behalf of Lynn Star distribution and Logistics Ltd.
- All approved drivers must undergo a licence audit and review this policy annually.

- The original driving licence document must be seen, (photocopies are not acceptable) audit form and declaration signed by the driver and the manager responsible for the driver.
- In cases where the licence is not in line with our requirements, permission may not be granted for the employee to continue to drive on behalf of Lynn Star Distribution Ltd unless authorised by the Managing Director.
- A photocopy of the complete driving licence will be attached to the audit form.
- Drivers may only drive vehicles for which they hold the appropriate licences.
- Drivers have no authority to allow anyone to drive their vehicle unless they are on the approved drivers list.

Excluded Drivers

The following people are specifically excluded from driving our company vehicles (whether employees or not):

- Anyone not in possession of a full, valid UK licence for the category of vehicle being driven (or not in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Learner drivers (other than with the written permission of the Senior Transport Manager)
- Anyone who is below the required age for our insurance requirements.
- Anyone who is known to be a dangerous or reckless driver
- Anyone who has been convicted of or who has pending any prosecution for a motoring offence in the following categories: Dangerous driving, causing death by dangerous driving or manslaughter
- Driving under the influence of drink or drugs
- Failing to stop after an accident
- Any other offence or combination of offences which has or might result in disqualification
- Anyone who has been refused motor insurance (or renewal) or had a policy cancelled
- Anyone who suffers from a condition that would disqualify them from holding or obtaining a relevant current driving licence.

It is the vehicle user's responsibility to ensure that any person driving their vehicle is not excluded by virtue of any of the above exclusions. If in doubt, the Senior Transport Manager should be contacted.

Company Cars

Staff members issued with a company car should adhere to the following company rules and requirements on the use and management of the vehicle:-

- Drivers must be 25 years of age or over and have a full and current driving licence.
- Company car drivers are required to hold a full valid driving licence and to produce this on demand to the company for inspection as required.
- The driver is responsible for the addition of all fuel for the vehicle.
- The Company will pay a standing fuel allowance in addition to wages which is subject to taxation.
- The car may only be used outside the UK if the Managing Director gives specific permission.
- The vehicle should be kept locked and parked safely and legally when not in use or unattended.
- In the event of an accident the company will require a full written accident report and the completion of paperwork required by the insurers of the vehicle.
- The company will provide a copy of the insurance certificate to the driver at each renewal of the policy.