

Driving Policy Statement

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary the Fleet Manager will take responsibility for checking the following on an annual basis:

- The employee's driving licence
- If the vehicle is more than 3 years old, the current MOT certificate
- Insurance documents are up-to-date

Employee duties:

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Have regular eye tests and ensure that any necessary glasses for driving are worn.
- Make available copies of the above documents annually when requested to do so.
- Inform the designated manager of any changes of circumstances, e.g. penal points
- Keep their insurance up-to-date if using their own vehicle.
- Read any updates that we may periodically issue on road safety matters. These will include information on good practices as well as forthcoming legal changes which affect those who drive for work.

Ill health and driving

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even short distances. As research suggests that a journey time of more than 4 hours could carry the risk of deep vein thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Which if this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

Signed  Edward Jelf (Director)

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